

AD-A088 393

MARINE CORPS WASHINGTON DC F/G 5/9
PERSONNEL SERVICES TASK ANALYSIS QUESTIONNAIRE BOOKLET FOR OCCU--ETC(U)
SEP 77

UNCLASSIFIED

NL

1 of 1
AD 2
045492

END
DATE
FILMED
9-80
DTIC

AD A088393

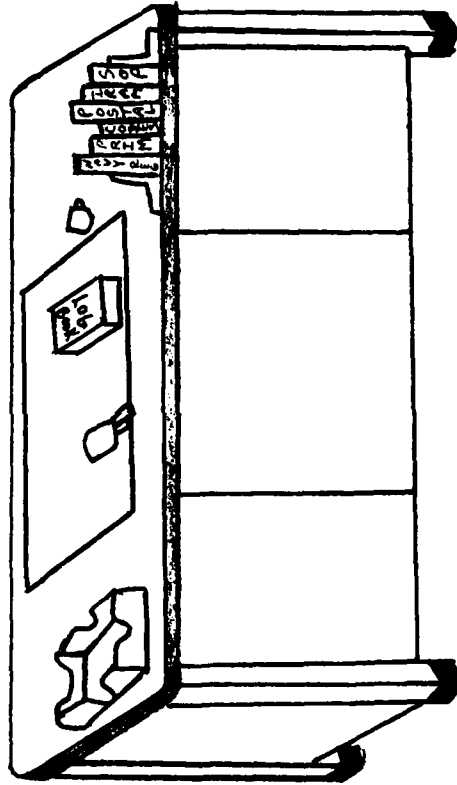
DOC FILE COPY

PERSONNEL SERVICES
TASK ANALYSIS
QUESTIONNAIRE BOOKLET
FOR

Occupational Information

PERSONNEL AND ADMINISTRATION.

Del: sept. 1977



OFFICE OF MANPOWER UTILIZATION

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134

DISTRIBUTION STATEMENT A

Approved for public release;
Distribution Unlimited

BOOK NUMBER

217100 80 8 28

100

LEVEL II 11

11 Sep 77

12 81

DTIC
ELECTE

AUG 28 1980

E

INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTER-VIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, YOUR INDIVIDUAL ANSWERS WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE PLEASE BE AS STRAIGHTFORWARD AND ACCURATE AS POSSIBLE. ALL ANSWERS SHOULD BE BASED ONLY ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE THREE PARTS TO THE QUESTIONNAIRE:

PART I TASK STATEMENTS

PART II JOB SATISFACTION/DISSATISFACTION QUESTIONS

PART III BACKGROUND INFORMATION QUESTIONS AND GENERAL INQUIRIES

THERE IS NO TIME LIMIT TO COMPLETE THIS QUESTIONNAIRE.

Announced

Justification

Letter on File

By

Distribution/

Availability Codes

Dist. Avail and/or special

PART I - TASK STATEMENTS

1. AS YOU READ EACH TASK IN THIS SECTION, PAGES 2 THROUGH 37, PLACE A CHECKMARK IN THE COLUMN HEADED "CHECK IF DONE" FOR EACH TASK THAT YOU PERFORM IN YOUR PRESENT JOB. THE TASKS ARE NOT IN ANY PATTERN AND SIMILAR TASKS MAY SHOW UP SEVERAL PAGES APART. DO NOT CHECK THE TASKS THAT SEEM CLOSE TO THOSE YOU PERFORM BUT WAIT FOR THOSE THAT TELL EXACTLY WHAT YOU DO. IF YOU CHECK A TASK THAT IS CLOSE TO WHAT YOU DO AND THEN FIND THE EXACT TASK LATER, ERASE THE ONE PREVIOUSLY CHECKED. ACCURACY COUNTS.
2. DO NOT COMPLETE THE TIME SPENT PERFORMING COLUMN AT THIS TIME. THE REASON WE ASK YOU TO CHECK ONE COLUMN AT A TIME IS THAT IT PROVIDES MORE ACCURATE AND VALID INFORMATION.
3. IF A TASK THAT YOU PERFORM IS NOT LISTED ANYWHERE, WRITE IT ON PAGE NUMBER 96.
4. REMEMBER, AT THIS TIME YOU ARE TO COMPLETE ONLY THE COLUMN HEADED "CHECK IF DONE" FOR PAGES 2 THROUGH 37. NOW TURN TO PAGE 2 AND BEGIN.

INSTRUCTIONS FOR TIME RATING PART I

1. NOW THAT YOU HAVE CHECKED THOSE TASKS YOU PERFORM, RATE THE RELATIVE AMOUNT OF TIME YOU SPEND PERFORMING EACH TASK YOU HAVE CHECKED. RELATIVE TIME SPENT MEANS THE TOTAL TIME YOU SPEND DURING THE TASK COMPARED WITH THE TIME YOU SPEND ON EACH OF THE OTHER TASKS YOU PERFORM ON YOUR PRESENT JOB.
2. USE A RATING OF "1" IF YOU SPEND "VERY LITTLE" TIME ON A TASK; USE A RATING OF "2" FOR "BELOW AVERAGE"; AND SO ON, UP TO A RATING OF "7" IF YOU SPEND "VERY MUCH" TIME ON A TASK.
3. REMEMBER, YOU ARE TO TIME RATE ONLY TASKS THAT YOU HAVE ALREADY CHECKED IN THE "CHECK IF DONE" COLUMN. CIRCLE YOUR RATING, ACCORDING TO THE 7-POINT SCALE, IN THE RIGHT HAND COLUMN HEADED "TIME SPENT".

ADMIN577

(1 / 1 - 8)

| | | TIME SPENT | | | | | | | | | | | | |
|----|--|------------|----|------|--------|---|---|---|---|---|---|---|---|---|
| | | I | I1 | VERY | LITTLE | I | I | I | I | I | I | I | I | I |
| 1 | ROUTE CORRESPONDENCE/NAVAL MESSAGES/MAIL | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 2 | ASSEMBLE REPORTS/CORRESPONDENCE AND ENCLOSURES | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 3 | ENDORSE CORRESPONDENCE | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 4 | DRAFT CORRESPONDENCE | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 5 | PROOFREAD CORRESPONDENCE | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 6 | CORRECT TYPED CORRESPONDENCE | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 7 | PREPARE MISCELLANEOUS CORRESPONDENCE SUCH AS NEWS RELEASES, NEXT OF KIN NOTIFICATION, PLAN OF THE DAY | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 8 | PREPARE MESSAGES | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 9 | PREPARE PERSONNEL DATA CARDS | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 10 | UPDATE PERSONNEL DATA CARDS | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 11 | PREPARE RECOMMENDATIONS FOR INVOLUNTARY ACTIVE DUTY | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 12 | TYPE STENCILS FOR MIMEOGRAPH | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 13 | TYPE STENCILS/MATS FOR OFFSET | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |
| 14 | TYPE STENCILS/MATS FOR SPIRIT DUPLICATION | I | I | 2 | 3 | 4 | 5 | 6 | 7 | I | I | I | I | I |

| | | TIME SPENT | | | | | | | | | | | | |
|----|---|---------------------------|----|-----|----|---|----|-----|------|----|---|----|-----|---|
| | | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | |
| | | I I I VERY LITTLE | | | | | | | | | | | | |
| | | IC F12 BELOW AVERAGE | | | | | | | | | | | | |
| | | IH I3 SLIGHTLY BELOW AVG | | | | | | | | | | | | |
| | | IE D14 AVERAGE | | | | | | | | | | | | |
| | | IC D15 SLIGHTLY ABOVE AVG | | | | | | | | | | | | |
| | | IK N16 ABOVE AVERAGE | | | | | | | | | | | | |
| | | E17 VERY MUCH | | | | | | | | | | | | |
| 33 | PREPARE LETTERS OF TRANSMITTAL FOR SRB'S/OQR'S | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 34 | MONITOR FITNESS REPORT DUE DATES | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 35 | DETERMINE SUPPLIES NEEDED FOR FIELD OPERATIONS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 36 | PACK SUPPLIES NEEDED FOR FIELD OPERATIONS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 37 | MAINTAIN OFFICE SUPPLIES/EQUIPMENT | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 38 | RECEIVE OFFICE SUPPLIES/EQUIPMENT | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 39 | REVIEW OFFICE SUPPLY REQUIREMENTS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 40 | DETERMINE EQUIPMENT REQUIREMENTS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 41 | UPDATE UNIT ALLOWANCE LISTS SUCH AS T/A'S AND T/E'S | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 42 | PLAN OFFICE LAYOUT | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 43 | PREPARE EMERGENCY LEAVE REQUESTS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 44 | PREPARE LEAVE REQUESTS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 45 | PREPARE DRILL ATTENDANCE RECORD CARDS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 46 | SCHEDULE INDIVIDUALS/GRUUPS FOR PHOTOGRAPHS | I | I | I | I | I | I | I | I | I | I | I | I | I |

| | | | | | | | | | | |
|----|--|---|---|---|---|---|---|---|---|------|
| 47 | SUBMIT PHOTOGRAPHS FOR PROMOTION | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/55 |
| 48 | DESIGN LOCAL FORMS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/56 |
| 49 | PREPARE REQUESTS FOR LOCAL DUPLICATION SERVICE (DD 844) | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/57 |
| 50 | ACCOUNT FOR SENSITIVE FORMS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/58 |
| 51 | DETERMINE CONTROL SYMBOLS FOR REPORTS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/59 |
| 52 | REVIEW JUSTIFICATION FOR NEW/REVISED REPORTS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/60 |
| 53 | SCHEDULE PERSONNEL FOR TRAINING TESTS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/61 |
| 54 | MONITOR STUDENT PROGRESS FOR MCI COURSES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/62 |
| 55 | PREPARE CERTIFICATION FOR CERTIFICATE OF ELIGIBILITY FOR MORTGAGE INSURANCE | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/63 |
| 56 | PREPARE CIVILIAN JOB DESCRIPTIONS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/64 |
| 57 | REVIEW CIVILIAN JOB DESCRIPTIONS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/65 |
| 58 | UPDATE CIVILIAN EMPLOYEE RECORD CARDS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/66 |
| 59 | USE SUPERVISORS HANDBOOK FOR CIVILIAN PERSONNEL | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/67 |
| 60 | MAINTAIN CIVILIAN TIME CARDS/SHEETS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/68 |
| 61 | RECOMMEND CIVILIAN PROFICIENCY RATINGS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/69 |
| 62 | SERVE AS UNIT RECEPTIONIST | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/70 |
| 63 | SCHEDULE/COORDINATE EVENTS OR VISITS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/71 |
| 64 | OPEN INCOMING OFFICIAL U. S. MAIL | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/72 |

| | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|---|------|
| 79 REVIEW PROMOTION RECOMMENDATIONS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2/18 |
| 80 UPDATE PROMOTION LISTS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 81 REVIEW COMPOSITE SCORE SHEETS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 82 PREPARE LIST OF ENLISTED PERSONNEL ELIGIBLE FOR PROMOTION | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 83 DELIVER/PICKUP MESSAGES TO/FROM COMMUNICATIONS CENTER | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 84 PREPARE ID TAGS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 85 UPDATE PERSONNEL ADDRESS PLATES | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 86 PREPARE DOCUMENTS FOR REGISTERED/CERTIFIED MAILING | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 87 REVIEW MASTER ASSIGNMENT ROSTER FOR ACCURACY | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 88 PREPARE REQUEST TO CHANGE/REDESIGNATE/VOID AN MOS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 89 PREPARE REQUEST FOR ADDITIONAL MOS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 90 RECOMMEND CHANGES TO T/O, T/E AND T/A | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 91 REVIEW FITNESS REPORTS FOR COMPLETENESS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 92 ADMINISTER SURVEYS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 93 PROCESS PERSONNEL CHECKING IN/OUT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 94 DETERMINE ORGANIZATION'S PERSONNEL REQUIREMENTS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 95 PREPARE BUDGET ESTIMATES | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 96 PREPARE DISCHARGE DOCUMENTS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-----------------------------------|---|---|---|---|---|---|---|---|
| 143 MAINTAIN LIBRARY CARD CATALOG | | | | | | | | |
| 1 | 1 | | | | | | | |
| 2 | | 1 | | | | | | |
| 3 | | | 1 | | | | | |
| 4 | | | | 1 | | | | |
| 5 | | | | | 1 | | | |
| 6 | | | | | | 1 | | |
| 7 | | | | | | | 1 | |
| 8 | | | | | | | | 1 |
| 9 | | | | | | | | |
| 0 | | | | | | | | |

[illegible][illegible][illegible][illegible][illegible]

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--------------------------|---|---|---|---|---|---|---|---|
| 149 PROOFREAD DIRECTIVES | | | | | | | | |
| 149 PROOFREAD DIRECTIVES | | | | | | | | |

[illegible][illegible][illegible]

153 PREPARE PUBLICATIONS

[illegible][illegible]

| 156 | MAINTAIN | TECHNICAL | LIBRARY (FM'S, TM'S, FMFM'S, TI'S, MI'S) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-----|----------|-----------|--|---|---|---|---|---|---|---|---|
| 156 | MAINTAIN | TECHNICAL | LIBRARY (FM'S, TM'S, FMFM'S, TI'S, MI'S) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 | 176 | 177 | 178 | 179 | 180 | 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 213 | 214 | 215 | 216 | 217 | 218 | 219 | 220 | 221 | 222 | 223 | 224 | 225 | 226 | 227 | 228 | 229 | 230 | 231 | 232 | 233 | 234 | 235 | 236 | 237 | 238 | 239 | 240 | 241 | 242 | 243 | 244 | 245 | 246 | 247 | 248 | 249 | 250 | 251 | 252 | 253 | 254 | 255 | 256 | 257 | 258 | 259 | 260 | 261 | 262 | 263 | 264 | 265 | 266 | 267 | 268 | 269 | 270 | 271 | 272 | 273 | 274 | 275 | 276 | 277 | 278 | 279 | 280 | 281 | 282 | 283 | 284 | 285 | 286 | 287 | 288 | 289 | 290 | 291 | 292 | 293 | 294 | 295 | 296 | 297 | 298 | 299 | 300 | 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | 313 | 314 | 315 | 316 | 317 | 318 | 319 | 320 | 321 | 322 | 323 | 324 | 325 | 326 | 327 | 328 | 329 | 330 | 331 | 332 | 333 | 334 | 335 | 336 | 337 | 338 | 339 | 340 | 341 | 342 | 343 | 344 | 345 | 346 | 347 | 348 | 349 | 350 | 351 | 352 | 353 | 354 | 355 | 356 | 357 | 358 | 359 | 360 | 361 | 362 | 363 | 364 | 365 | 366 | 367 | 368 | 369 | 370 | 371 | 372 | 373 | 374 | 375 | 376 | 377 | 378 | 379 | 380 | 381 | 382 | 383 | 384 | 385 | 386 | 387 | 388 | 389 | 390 | 391 | 392 | 393 | 394 | 395 | 396 | 397 | 398 | 399 | 400 | 401 | 402 | 403 | 404 | 405 | 406 | 407 | 408 | 409 | 410 | 411 | 412 | 413 | 414 | 415 | 416 | 417 | 418 | 419 | 420 | 421 | 422 | 423 | 424 | 425 | 426 | 427 | 428 | 429 | 430 | 431 | 432 | 433 | 434 | 435 | 436 | 437 | 438 | 439 | 440 | 441 | 442 | 443 | 444 | 445 | 446 | 447 | 448 | 449 | 450 | 451 | 452 | 453 | 454 | 455 | 456 | 457 | 458 | 459 | 460 | 461 | 462 | 463 | 464 | 465 | 466 | 467 | 468 | 469 | 470 | 471 | 472 | 473 | 474 | 475 | 476 | 477 | 478 | 479 | 480 | 481 | 482 | 483 | 484 | 485 | 486 | 487 | 488 | 489 | 490 | 491 | 492 | 493 | 494 | 495 | 496 | 497 | 498 | 499 | 500 | 501 | 502 | 503 | 504 | 505 | 506 | 507 | 508 | 509 | 510 | 511 | 512 | 513 | 514 | 515 | 516 | 517 | 518 | 519 | 520 | 521 | 522 | 523 | 52 |
|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|
|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|

[illegible][illegible][illegible]

| | | TIME SPENT | | | | | | | | | |
|-----|---|------------|---------|---------|-----|----------|-------|---------|-----|-----|----------|
| | | I11 | VERY | LITTLE | I | I12 | BELOW | AVERAGE | I | I13 | SLIGHTLY |
| | | I14 | AVERAGE | I | I15 | SLIGHTLY | ABOVE | AVG | I | I16 | ABOVE |
| | | I17 | VERY | MUCH | I | I18 | BELOW | AVERAGE | I | I19 | SLIGHTLY |
| | | I20 | ABOVE | AVERAGE | I | I21 | ABOVE | AVERAGE | I | I22 | VERY |
| | | I23 | MUCH | I | I24 | VERY | MUCH | I | I25 | I26 | I27 |
| 161 | DETERMINE CORRECT FILE NUMBERS | I | I | I | I | I | I | I | I | I | I |
| 162 | POST FILE NUMBERS TO CORRESPONDENCE TO BE FILED | I | I | I | I | I | I | I | I | I | I |
| 163 | COMPUTE VOLUME OF FILES/RECORDS HELD | I | I | I | I | I | I | I | I | I | I |
| 164 | DETERMINE DISPOSITION OF FILES | I | I | I | I | I | I | I | I | I | I |
| 165 | PACK FILES FOR DISPOSITION/SHIPMENT | I | I | I | I | I | I | I | I | I | I |
| 166 | REVIEW RECORDS DISPOSAL PROCEDURES | I | I | I | I | I | I | I | I | I | I |
| 167 | REQUEST SPECIAL COMPUTER PRINTOUTS | I | I | I | I | I | I | I | I | I | I |
| 168 | ACT AS LIAISON BETWEEN UNIT AND ADMINISTRATIVE CONTROL UNIT | I | I | I | I | I | I | I | I | I | I |
| 169 | AUDIT PERSONAL VERIFICATION UNIT TRANSACTION REGISTER (PVUIR) | I | I | I | I | I | I | I | I | I | I |
| 170 | AUDIT PENDING TRANSACTION REGISTER (PTR) | I | I | I | I | I | I | I | I | I | I |
| 171 | AUDIT UNIT TRANSACTION REGISTER (UTR) | I | I | I | I | I | I | I | I | I | I |
| 172 | AUDIT PERSONNEL REPORTING AUDIT SHEET | I | I | I | I | I | I | I | I | I | I |
| 173 | AUDIT ORGANIZED PERSONNEL ROSTER | I | I | I | I | I | I | I | I | I | I |
| 174 | SUBMIT OPTICAL CHARACTER RECOGNITION (OCR) FORMS | I | I | I | I | I | I | I | I | I | I |

| TIME SPENT | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | I | J | K | L | M | N | O | P | Q |
| 193 SCREEN SRB'S FOR QJALIFICATIONS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 194 SCREEN QOR'S FOR QJALIFICATIONS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 195 OPEN SRB'S | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 196 OPEN QOR'S | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 197 MAKE ENTRIES IN SRB'S | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 198 MAKE ENTRIES IN QOR'S | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 199 INSERT DOCUMENTS IN SRB'S | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 200 INSERT DOCUMENTS IN QOR'S | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 201 AUDIT SRB'S | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 202 AUDIT QOR'S | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 203 COMPUTE COMPOSITE SCORES | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 204 COMPUTE LEAVE AND EXCESS LEAVE | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 205 COMPUTE LOST TIME | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 206 TYPE CHRONOLOGICAL RECORD DATA IN QOR ON NAVMC 118(3) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

| | | | | | | | | | | | | |
|-----|--|---|---|---|---|---|---|---|---|---|---|------|
| 207 | TYPE WEAPONS FIRING RECORD; COMPETITIVE MARKSMANSHIP DATA | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/57 |
| 208 | IN QOR ON NAVMC 118(6) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 209 | TYPE CLASSIFICATION AND ASSIGNMENT TEST RESULTS IN QOR ON NAVMC 118(8) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/58 |
| 210 | TYPE MIL AND CIV OCCUPATIONAL SPECIALTIES, ED CRS, TECH IRNG AND TESTS COMPLETED IN QOR ON NAVMC 118(8A)S, MI'S) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/59 |
| 211 | TYPE FLIGHT QUALIFICATION RECORD DATA IN QOR ON NAVMC 118(AV) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/60 |
| 212 | TYPE COMBAT HISTORY--EXPEDITIONS--AWARDS RECORD DATA IN QOR ON NAVMC 118(9) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/61 |
| 213 | TYPE ADMINISTRATIVE REMARKS IN QOR ON NAVMC 118(11) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/62 |
| 214 | TYPE RECORD OF EMERGENCY DATA ON NAVMC 10526 | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/63 |
| 215 | TYPE CHRONOLOGICAL RECORD DATA IN SRB ON NAVMC 118(3) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/64 |
| 216 | TYPE ENTRIES ON MARKING PAGE IN SRB ON NAVMC 118(23) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/65 |
| 217 | TYPE TIME LOST; PROM AND RED; RECORD OF EXAM FOR PROM; ADD INED AS TO PROM STATUS ON IR IN SRB ON NAVMC 118(5) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/66 |
| 218 | TYPE WEAPONS FIRING RECORD; COMPETITIVE MARKSMANSHIP DATA IN SRB ON NAVMC 118(6) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/67 |
| 219 | TYPE CLASSIFICATION AND ASSIGNMENT TEST RESULTS IN SRB ON NAVMC 118(8) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/68 |
| 220 | TYPE MIL AND CIV OCCUPATIONAL SPECIALTIES, ED CRS, TECH TRNG | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/69 |
| 221 | AND TESTS COMPLETED IN SRB ON NAVMC 118(8A) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/70 |
| 222 | TYPE COMBAT HISTORY--EXPEDITIONS--AWARDS RECORD DATA IN SRB ON NAVMC 118(9) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/71 |
| 223 | TYPE ADMINISTRATIVE REMARKS IN SRB ON NAVMC 118(11) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/72 |
| 224 | TYPE OFFENSES AND PUNISHMENT DATA IN SRB ON NAVMC 118(12) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/73 |
| 225 | TYPE RECORD OF CONVICTION BY COURT-MARTIAL IN SRB ON NAVMC 118(13) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/74 |
| 226 | TYPE SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL IN SRB ON NAVMC 118(13A) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 3/75 |

[illegible]

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|------|
| 240 PREPARE MILITARY PAY FORM (DD 114) FOR REENLISTMENT | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/11 |
| 241 PREPARE MILITARY PAY FORM (DD 114) FOR EXTENSIONS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/12 |
| 242 PREPARE CHECK TRANSMITTALS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/13 |
| 243 PREPARE ACTION ON ALLOTMENT AUTHORIZATION REJECTS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/14 |
| 244 COMPUTE PROCEED/DELAY/TRAVEL | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/15 |
| 245 VERIFY PAY ROSTER FOR ACCURACY | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/16 |
| 246 PROCESS PAY COMPLAINTS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/17 |
| 247 MAINTAIN UNIT PUNISHMENT BOOK (UPB) | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/18 |
| 248 PROCESS LOST PERSONAL EFFECTS CLAIMS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/19 |
| 249 ENSURE CORRECTIONAL CUSTODY VISITS ARE MADE | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/20 |
| 250 ENSURE SECURITY OF EVIDENCE HELD AT UNIT | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/21 |
| 251 MONITOR PRETRIAL CONFINEMENT | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/22 |
| 252 EXPLAIN ARTICLE 31 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/23 |
| 253 EXPLAIN RIGHTS OF APPEAL | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/24 |
| 254 AID IN WRITING APPEALS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/25 |
| 255 TYPE RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/26 |
| 256 TYPE INVESTIGATIONS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/27 |
| 257 REVIEW INVESTIGATIONS FOR ACCURACY | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/28 |

| | | TIME SPENT | | | | | | | | | |
|-----|--|---|----|-----|----|---|----|-----|------|----|------|
| | | I | II | III | IV | V | VI | VII | VIII | IX | X |
| | | VERY LITTLE BELOW AVERAGE SLIGHTLY BELOW AVERAGE AVERAGE SLIGHTLY ABOVE AVERAGE ABOVE AVERAGE VERY MUCH | | | | | | | | | |
| 258 | PREPARE APPOINTMENT ORDERS FOR COURTS-MARTIAL | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 259 | PREPARE REPORT FOR STAFF MEETINGS AND SIMILAR BODIES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/29 |
| 260 | PREPARE REPORT FOR ADMINISTRATIVE BOARD PROCEEDINGS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/30 |
| 261 | PREPARE REPORT FOR PROCEEDINGS OF INVESTIGATIONS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/31 |
| 262 | PREPARE LEGAL HOLD PAPERS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/32 |
| 263 | PREPARE RESTRICTION PAPERS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/33 |
| 264 | PREPARE UNIT PUNISHMENT SHEET ENTRIES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/34 |
| 265 | PREPARE MAIL PICKUP AND DELIVERY SCHEDULES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/35 |
| 266 | PREPARE POSTAL WORK LOAD STATUS CHARTS AND GRAPHS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/36 |
| 267 | PREPARE REPORTS OF SUSPECTED POSTAL INCIDENTS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/37 |
| 268 | PREPARE POSTAL JOB DESCRIPTIONS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/38 |
| 269 | PREPARE ACCOUNTS OF POSTAL FUNDS/SUPPLIES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/39 |
| 270 | PREPARE ORGANIZATIONAL POSTAL PLAN | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/40 |
| 271 | SET UP POSTAL SUPPLY OPERATION | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/41 |
| | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 4/42 |

| | | TIME SPENT | | | | | | | | | |
|-----|---|---|----|-----|----|---|----|-----|------|----|---|
| | | I | II | III | IV | V | VI | VII | VIII | IX | X |
| | | VERY LITTLE BELOW AVERAGE SLIGHTLY BELOW AVERAGE AVERAGE SLIGHTLY ABOVE AVERAGE ABOVE AVERAGE VERY MUCH | | | | | | | | | |
| 290 | TRAIN MAIL ORDERLIES | I | I | I | I | I | I | I | I | I | I |
| 291 | INSTRUCT PERSONNEL IN MAIL DISTRIBUTION/DISPATCH PROCEDURES | I | I | I | I | I | I | I | I | I | I |
| 292 | INSTRUCT PERSONNEL IN MAIL HANDLING PROCEDURES | I | I | I | I | I | I | I | I | I | I |
| 293 | COORDINATE MAIL MOVEMENT WITH POSTAL AGENCY AND CARRIERS | I | I | I | I | I | I | I | I | I | I |
| 294 | ESTABLISH UNIT MAILROOMS | I | I | I | I | I | I | I | I | I | I |
| 295 | ESTABLISH POST OFFICE DISPATCH SCHEDULES | I | I | I | I | I | I | I | I | I | I |
| 296 | EVALUATE UNIT MAIL CLERK PERFORMANCE | I | I | I | I | I | I | I | I | I | I |
| 297 | PROCESS POSTAL SERVICE COMPLAINTS | I | I | I | I | I | I | I | I | I | I |
| 298 | ESTABLISH POSTAL PUBLICATIONS LIBRARY | I | I | I | I | I | I | I | I | I | I |
| 299 | DISTRIBUTE POSTAL PUBLICATIONS AND FORMS | I | I | I | I | I | I | I | I | I | I |
| 300 | POST POSTAL REGULATIONS/CIRCULARS | I | I | I | I | I | I | I | I | I | I |
| 301 | EVALUATE POSTAL PERSONNEL WORK PERFORMANCE | I | I | I | I | I | I | I | I | I | I |
| 302 | MANIFEST AND DISPATCH ACCOUNTABLE TYPE MAIL | I | I | I | I | I | I | I | I | I | I |
| 303 | ENSURE SECURITY OF POSTAL OPERATIONS | I | I | I | I | I | I | I | I | I | I |

| | | | | | | | | | | | |
|-----|--|---|---|---|---|---|---|---|---|---|------|
| 336 | MAINTAIN U.S. POSTAL SERVICE SUPPLIES/EQUIPMENT | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/28 |
| 337 | ISSUE U.S. POSTAL SERVICE SUPPLIES/EQUIPMENT | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/29 |
| 338 | UNLOAD AND UNPACK J.S. POSTAL SERVICE SUPPLIES/EQUIPMENT | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/30 |
| 339 | MONITOR LEVEL OF U.S. POSTAL SERVICE EXPENDABLE ITEMS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/31 |
| 340 | FACE/SORT/TIE OUTGOING MAIL FOR DISPATCH | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/32 |
| 341 | DISTRIBUTE UNFORWARDABLE PUBLICATIONS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/33 |
| 342 | ENDORSE MAIL FOR FORWARDING OR RETURN | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/34 |
| 343 | RETURN EXCESS LIGHTWEIGHT MAIL POUCHES/SACKS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/35 |
| 344 | DISPATCH/DELIVER DIPLOMATIC POUCHES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/36 |
| 345 | RECEIVE WEAPON SYSTEM POUCHES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/37 |
| 346 | DISPATCH/DELIVER WEAPON SYSTEM POUCHES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/38 |
| 347 | RECEIVE COMMAND POUCHES FOR DISPATCH/DELIVERY | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/39 |
| 348 | DISPATCH/DELIVER COMMAND POUCHES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/40 |
| 349 | RESOLVE CARRIER MAIL HANDLING IRREGULARITIES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/41 |
| 350 | SUPERVISE HANDLING OF MAIL BY CARRIERS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/42 |
| 351 | REPORT CHANGES TO MAIL DISTRIBUTION PLANS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/43 |
| 352 | POST CHANGES TO MAIL ROUTING SCHEDULES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/44 |
| 353 | POST CHANGES TO MAIL ROUTING PLANS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 5/45 |

| | TIME SPENT | | | | | | | | | | | | |
|---|------------|---------|--------|-----|----------|-------|---------|---|-----|----------|---------|-----|------|
| | I11 | VERY | LITTLE | I | I12 | BELOW | AVERAGE | I | I13 | SLIGHTLY | BELOW | AVG | I |
| | I14 | AVERAGE | I | I15 | SLIGHTLY | ABOVE | AVG | I | I16 | ABOVE | AVERAGE | I | I17 |
| | VERY | MUCH | I | | | | | | | | | | |
| 354 POST CHANGES TO MAIL DISTRIBUTION PLANS | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/46 |
| 355 CHECK EMPTY EQUIPMENT/MAILBAGS FOR MAIL | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 356 DELIVER OUTGOING MAIL TO POSTAL FACILITY | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/47 |
| 357 SEAL OUTGOING MAIL POUCHES/SACKS | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/48 |
| 358 LABEL MAIL POUCHES/SACKS/OUTSIDE PIECES | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/49 |
| 359 SACK OUTGOING MAIL BY CLASSIFICATION AND SERVICE | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/50 |
| 360 POUCH OUTGOING MAIL BY CLASSIFICATION AND SERVICE | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/51 |
| 361 SEPARATE OUTGOING MAIL BY DESTINATION | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/52 |
| 362 POSTMARK OUTGOING MAIL | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/53 |
| 363 LOAD/UNLOAD MAIL TRUCKS | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/54 |
| 364 DRIVE MAIL TRUCKS | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/55 |
| 365 PROCESS UNDELIVERABLE ACCOUNTABLE MAIL | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/56 |
| 366 PREPARE NOTICE OF ACCOUNTABLE MAIL ARRIVAL | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/57 |
| 367 DELIVER ACCOUNTABLE MAIL | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/58 |
| | I | I | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5/59 |

TIME SPENT
 I I11 VERY LITTLE
 IC F12 BELOW AVERAGE
 IH I3 SLIGHTLY BELOW AVG
 IE D14 AVERAGE
 IC O15 SLIGHTLY ABOVE AVG
 IK N16 ABOVE AVERAGE
 E17 VERY MUCH

| | | | | | | | | | | | | |
|-----|---|---|---|---|---|---|---|---|---|---|---|------|
| 418 | PROCESS INTERNATIONAL POSTAL UNION MAIL | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/31 |
| 419 | PROCESS PARCEL POST MAIL | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/31 |
| 420 | ACCEPT PARCEL POST MAIL | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/32 |
| 421 | PROCESS FIRST/SECOND/THIRD CLASS MAIL | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/33 |
| 422 | ACCEPT FIRST/SECOND/THIRD CLASS MAIL | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/34 |
| 423 | DETERMINE CUSTOMER ELIGIBILITY FOR USE OF FPO | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/35 |
| 424 | ASSIST IN PLANNING EMERGENCY DESTRUCTION OF U.S. POSTAL SERVICE FUNDS/EQUIPMENT | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/36 |
| 425 | PREPARE FILE LABELS FOR CLASSIFIED MATERIAL | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/37 |
| 426 | PREPARE CLASSIFIED MATERIAL DESTRUCTION PLAN | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/38 |
| 427 | REVIEW CLASSIFIED MATERIAL DESTRUCTION PLAN | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/39 |
| 428 | UPDATE CLASSIFIED MATERIAL DESTRUCTION PLAN | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/40 |
| 429 | PREPARE SECURITY CLEARANCE REQUESTS | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/41 |
| 430 | REVIEW SECURITY CLEARANCE REQUESTS | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/42 |
| 431 | PREPARE CLASSIFIED MATERIAL ACCESS LISTS | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/43 |
| | | I | I | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6/44 |

| | | | | | | | | | | | | |
|-----|--|---|---|---|---|---|---|---|---|---|---|------|
| 432 | UPDATE CLASSIFIED MATERIAL ACCESS LISTS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/45 |
| 433 | PREPARE CLASSIFIED MATERIAL CONTROL FORM(S) | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/46 |
| 434 | PREPARE UNIT SECURITY CHECK LISTS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/47 |
| 435 | REVIEW UNIT SECURITY CHECK LISTS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/48 |
| 436 | MAINTAIN UNIT SECURITY CHECK LISTS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/49 |
| 437 | MAINTAIN/SAFEGUARD CLASSIFIED MATERIAL/DOCUMENTS/EQUIPMENT | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/50 |
| 438 | MAINTAIN LOCATOR SHEETS ON CLASSIFIED MATERIAL | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/51 |
| 439 | MAINTAIN RECORDS OF CLASSIFIED MATERIAL REVIEW BOARDS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/52 |
| 440 | MAINTAIN SAFE COMBINATIONS FOR SUBORDINATE UNITS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/53 |
| 441 | PERFORM MINOR REPAIRS ON SAFES/SAFE LOCKS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/54 |
| 442 | DISTRIBUTE CLASSIFIED MATERIAL | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/55 |
| 443 | DETERMINE CORRECT FILE NUMBERS FOR CLASSIFIED MATERIAL | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/56 |
| 444 | INITIATE ACTION TO CORRECT SECURITY VIOLATIONS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/57 |
| 445 | REPORT SECURITY VIOLATIONS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/58 |
| 446 | ENSURE DOCUMENTS CONTAIN DOWNGRADING INSTRUCTIONS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/59 |
| 447 | PLACE DOWNGRADING INSTRUCTIONS ON CLASSIFIED MATERIAL | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/60 |
| 448 | IDENTIFY CLASSIFIED MATERIAL FOR DESTRUCTION | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/61 |
| 449 | PREPARE CLASSIFIED DOCUMENTS FOR TRANSFER TO RECORDS HOLDING AREA | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/62 |
| 450 | ATTACH COVER SHEETS TO CLASSIFIED DOCUMENTS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/63 |

| | | TIME SPENT | | | | | | | | | |
|-----|---|------------|----|-----|----|---|----|-----|------|----|---|
| | | I | II | III | IV | V | VI | VII | VIII | IX | X |
| | | I | II | III | IV | V | VI | VII | VIII | IX | X |
| 451 | PLACE CLASSIFICATION MARKINGS ON DOCUMENTS | I | I | I | I | I | I | I | I | I | I |
| 452 | ASSIGN CONTROL NUMBERS TO CLASSIFIED DOCUMENTS | I | I | I | I | I | I | I | I | I | I |
| 453 | CHECK CLASSIFIED DOCUMENTS FOR COMPLETENESS | I | I | I | I | I | I | I | I | I | I |
| 454 | OPEN/LOCK CLASSIFIED DOCUMENT CONTAINERS | I | I | I | I | I | I | I | I | I | I |
| 455 | SAFEGUARD CLASSIFIED MATERIAL/EQUIPMENT | I | I | I | I | I | I | I | I | I | I |
| 456 | SUBMIT REQUEST FOR CHANGE OF ASSIGNMENT BASED ON TERMINATION OF SECURITY CLEARANCE | I | I | I | I | I | I | I | I | I | I |
| 457 | VERIFY SECURITY CLEARANCES | I | I | I | I | I | I | I | I | I | I |
| 458 | CONDUCT PERIODIC SECURITY BRIEFINGS | I | I | I | I | I | I | I | I | I | I |
| 459 | CONDUCT UNIT PHYSICAL SECURITY SURVEYS | I | I | I | I | I | I | I | I | I | I |
| 460 | DETERMINE CLASSIFIED MATERIAL SECURITY REQUIREMENTS | I | I | I | I | I | I | I | I | I | I |
| 461 | RECEIPT FOR CLASSIFIED MATERIAL/DOCUMENTS/EQUIPMENT | I | I | I | I | I | I | I | I | I | I |
| 462 | DISPATCH CLASSIFIED MATERIAL/DOCUMENTS | I | I | I | I | I | I | I | I | I | I |
| 463 | INVENTORY CLASSIFIED MATERIAL | I | I | I | I | I | I | I | I | I | I |
| 464 | DESTROY CONTROLLED OR CLASSIFIED MATERIAL | I | I | I | I | I | I | I | I | I | I |

| | | | | | | | | | | | |
|-----|---|---|---|---|---|---|---|---|---|---|-------|
| 465 | CHANGE COMBINATIONS ON SECURITY CONTAINERS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/7/8 |
| 466 | BRIEF/DEBRIEF PERSONNEL CONCERNING CLASSIFIED INFORMATION | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 6/7/9 |
| 467 | CONDUCT PERIODIC EMERGENCY DESTRUCTION DRILLS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/1 |
| 468 | REPRODUCE CLASSIFIED MATERIAL | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/2 |
| 469 | INQUIRE INTO LOST OR COMPROMISE OF CLASSIFIED MATERIAL | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/3 |
| 470 | PREPARE SANCTUARY | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/4 |
| 471 | PREPARE ALTAR | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/5 |
| 472 | PREPARE COMMUNION VESSELS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/6 |
| 473 | ARRANGE CHAPLAIN'S VESTMENTS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/7 |
| 474 | MAINTAIN VESTMENTS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/8 |
| 475 | BRIEF USHERS ON ORDER OF SERVICES | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/9 |
| 476 | COLLECT CHAPEL OFFERINGS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/10 |
| 477 | PREPARE CHAPEL FACILITIES FOR BAPTISMS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/11 |
| 478 | ASSIST CHAPLAIN DURING BAPTISMS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/12 |
| 479 | PREPARE CHAPEL FACILITIES FOR WEDDING REHEARSALS/WEDDINGS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/13 |
| 480 | ASSIST CHAPLAIN DURING WEDDING REHEARSALS/WEDDINGS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/14 |
| 481 | PREPARE CHAPEL FACILITIES FOR FUNERALS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/15 |
| 482 | ASSIST CHAPLAIN DURING FUNERALS | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 7/16 |

| | | TIME SPENT | | | | | | | | | | | | |
|-----|--|--------------------|----|-----|----|---|----|-----|------|----|---|----|-----|------|
| | | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | XIII |
| | | VERY LITTLE | | | | | | | | | | | | |
| | | BELOW AVERAGE | | | | | | | | | | | | |
| | | SLIGHTLY BELOW AVG | | | | | | | | | | | | |
| | | AVERAGE | | | | | | | | | | | | |
| | | SLIGHTLY ABOVE AVG | | | | | | | | | | | | |
| | | ABOVE AVERAGE | | | | | | | | | | | | |
| | | VERY MUCH | | | | | | | | | | | | |
| 483 | PREPARE CHAPEL FACILITIES FOR MEMORIAL SERVICES/CEREMONIES | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 484 | ASSIST CHAPLAIN DURING MEMORIAL SERVICES/CEREMONIES | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 485 | SET UP PUBLIC ADDRESS SYSTEM FOR RELIGIOUS SERVICES | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 486 | PREPARE FACILITIES FOR SEMINARS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 487 | ORDER RELIGIOUS EDUCATION MATERIALS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 488 | SELECT AUDIOVISUAL EQUIPMENT AND TRAINING AIDS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 489 | ASSIST IN ARRANGING CHAPEL SOCIAL EVENTS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 490 | ASSIST IN CONDUCTING CHAPEL SOCIAL EVENTS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 491 | ARRANGE FIELD TRIPS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 492 | SERVE REFRESHMENTS AND SNACKS FOR CHAPEL EVENTS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 493 | ARRANGE PERSONAL CONFERENCES WITH CHAPLAIN | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 494 | MAINTAIN LIAISON WITH SUBORDINATE CHAPLAINS | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 495 | MAINTAIN CHAPEL MUSICAL EQUIPMENT AND MATERIAL | I | I | I | I | I | I | I | I | I | I | I | I | I |
| 496 | STORE SCENERY/PROPERTY/MATERIAL FOR CHAPEL DRAMAS | I | I | I | I | I | I | I | I | I | I | I | I | I |

| | | TIME SPENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----|--|------------|-----|------|--------|---|----|-----|-------|---------|---|----|----|----------|-------|-----|---|----|-----|---------|---|----|-----|----------|-------|-----|---|----|-----|-------|---------|---|---|-----|------|------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | I | I11 | VERY | LITTLE | I | IC | F12 | BELOW | AVERAGE | I | IH | I3 | SLIGHTLY | BELOW | AVG | I | IE | O14 | AVERAGE | I | IC | O15 | SLIGHTLY | ABOVE | AVG | I | IK | N16 | ABOVE | AVERAGE | I | I | E17 | VERY | MUCH | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 516 | ASSIST IN PREPARING CHAPLAIN'S FUND MONTHLY BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|------|
| 530 PREPARE STOCK CONTROL RECORDS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/64 |
| 531 UPDATE STOCK CONTROL RECORDS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/65 |
| 532 SUPERVISE PREPARATION OF ADMINISTRATIVE REPORTS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/66 |
| 533 SUPERVISE PERSONNEL PERFORMING UNIT ADMINISTRATIVE DUTIES | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/67 |
| 534 SUPERVISE THE MAINTENANCE OF SRB'S | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/68 |
| 535 SUPERVISE THE MAINTENANCE OF QCR'S | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/69 |
| 536 SUPERVISE PREPARATION OF PROMOTION WARRANTS/AWARDS/ CERTIFICATES | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/70 |
| 537 SUPERVISE UNIT DIARY PREPARATION | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/71 |
| 538 SUPERVISE PERSONNEL AUDITING PENDING TRANSACTION REGISTER | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/72 |
| 539 SUPERVISE FINANCIAL TRANSACTIONS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/73 |
| 540 SUPERVISE MAIL DISTRIBUTION OPERATIONS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/74 |
| 541 SUPERVISE PERSONNEL DISTRIBUTING MAIL | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/75 |
| 542 SUPERVISE PERSONNEL HANDLING MAIL | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/76 |
| 543 SUPERVISE PERSONNEL ISSUING POSTAL MONEY ORDERS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/77 |
| 544 SUPERVISE PERSONNEL HANDLING POSTAGE STAMP STOCK/METERS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/78 |
| 545 SUPERVISE PERSONNEL MAINTAINING SUPPLIES/EQUIPMENT | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7/79 |
| 546 SUPERVISE PERSONNEL DETERMINING QSN ELIGIBILITY REQUIREMENTS | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/1 |
| 547 SUPERVISE PERSONNEL HANDLING CLASSIFIED DOCUMENTS/ MATERIAL/EQUIPMENT | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/2 |
| 548 SUPERVISE PERSONNEL MAINTAINING DIRECTIVES | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/3 |

[illegible]

Now RETURN TO PAGE 1 AND READ THE INSTRUCTIONS ON HOW TO TIME RATE THOSE TASKS YOU HAVE CHECKED.

PART II - JOB SATISFACTION/DISSATISFACTION

PLEASE INDICATE THE EXTENT TO WHICH YOU
 AGREE OR DISAGREE WITH THE FOLLOWING
 STATEMENTS ABOUT YOUR PRESENT JOB

| | DO YOU AGREE | | | | | | |
|---|--------------|---|---|---|---|-------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 I AM PAID ENOUGH FOR THE WORK I DO. | 1 | 1 | 2 | 3 | 4 | 5 | 6 7 8/20 |
| 2 MY BOSS HELPS ME WHEN I NEED IT. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/21 |
| 3 I THINK I WILL GET A FAIR CHANCE AT PROMOTION. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/22 |
| 4 I AM TREATED WITH RESPECT. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/23 |
| 5 MY BOSS LETS ME KNOW HOW I AM DOING. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/24 |
| 6 I LIKE MY WORKING HOURS. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/25 |
| 7 I GET THE CHANCE TO PROVE MYSELF. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/26 |
| 8 I LIKE THE OTHER MARINES I WORK WITH. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/27 |
| 9 MY JOB IS IMPORTANT. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/28 |
| 10 THE RULES AND REGULATIONS ARE FAIR. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/29 |
| 11 I AM GIVEN ENOUGH RESPONSIBILITY AND INDEPENDENCE. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/30 |
| 12 MY JOB LETS ME HAVE AN ENJOYABLE OFF-DUTY LIFE. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/31 |
| 13 I AM PROUD OF MY JOB. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/32 |
| 14 I LIKE THE TYPE OF WORK I DO. | 1 | 1 | 2 | 3 | 4 | 5 6 7 | 8/33 |

| | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|------|
| 15 I AM TREATED FAIRLY. | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/34 |
| 16 MY JOB GIVES ME A WAY TO PROVE MYSELF. | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/35 |
| 17 MY JOB MAKES GOOD USE OF MY ABILITY. | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/36 |
| 18 I AM KEPT WELL-INFORMED. | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/37 |
| 19 MY BOSS TRUSTS ME TO DO MY JOB WELL. | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/38 |
| 20 I CAN DEPEND ON THE OTHER MARINES WHERE I WORK. | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/39 |
| 21 MY BOSS IS GOOD AT HIS JOB | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/40 |
| 22 MY FAMILY IS PLEASED THAT I AM A MARINE. | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/41 |
| 23 OVERALL, I HAVE BEEN SATISFIED WITH MY PRESENT JOB. | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/42 |
| 24 OVERALL, I HAVE BEEN SATISFIED WITH THE MARINE CORPS. | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8/43 |

PART III

PART III REQUESTS BACKGROUND AND GENERAL INFORMATION ABOUT YOU.
ANSWER EACH QUESTION BY FILLING IN THE BLANKS OR CIRCLING THE
APPROPRIATE ANSWER, WHICHEVER IS APPLICABLE.

1. BOOK NUMBER_____

(8/44-47)

2. SOCIAL SECURITY NUMBER _____

(8/48-56)

3. RANK

- 1. PVT
- 3. LCPL
- 5. SGT
- 7. GYSGT
- 9. MGYSGT

- 2. PFC
- 4. CPL
- 6. SSGT
- 8. MSGT

4. SEX: (1) MALE (2) FEMALE

(8/58)

5. PRIMARY MOS _____

(8/59-62)

6. 1ST ADDITIONAL MOS _____

(8/63-66)

7. BILLET/DUTY MOS _____

(8/67-70)

8. WHAT IS THE TOTAL TIME YOU HAVE IN:

1. THE U.S. MARINE CORPS

(YEARS)

(8/71-72)

2. YOUR PRIMARY MOS

(YEARS)

(8/73-74)

3. YOUR CURRENT ASSIGNMENT/BILLET

(8/75-76)

(MONTHS)

9. TO WHICH TYPE OF COMMAND ARE YOU PRESENTLY ASSIGNED?

(8/77-78)

- 01. HEADQUARTERS U.S. MARINE CORPS
- 02. JOINT/UNIFIED/SPECIFIED STAFF/COMMAND
- 03. DEPARTMENT OF DEFENSE AGENCY (DSA, DIA, ETC.)
- 04. FMFLANT/FMFPAC
- 05. MAF/MAB
- 06. DIVISION
- 07. WING
- 08. FORCE TROOPS
- 09. FORCE SERVICE SUPPORT GROUP
- 10. MARINE CORPS BASE
- 11. MARINE CORPS AIR STATION
- 12. MARINE CORPS RECRUIT DEPOT
- 13. MARINE CORPS LOGISTICS SUPPORT BASE
- 14. MARINE CORPS FINANCE CENTER
- 15. MARC/MARID
- 16. TRAINING COMMAND (LFTC, NTC, ETC.)
- 17. INDEPENDENT DUTY (I&I, NROTC, OSU, RECRUITING, ETC.)
- 18. MARINE BARRACKS
- 19. OTHER (INDICATE ON PAGE 78)

10. AT WHICH LEVEL OF COMMAND ARE YOU PRESENTLY WORKING?

(8/79- 9/ 1)

- 01. HQ FMFLANT/PAC
- 02. SEPARATE BATTALION
- 03. HQ MAF/MAB
- 04. SQUADRON
- 05. DIVISION HEADQUARTERS
- 06. COMPANY
- 07. WING HEADQUARTERS
- 08. SEPARATE COMPANY
- 09. BRIGADE
- 10. DETACHMENT
- 11. REGIMENT
- 12. SUB-UNIT
- 13. AIR GROUP
- 14. BATTALION
- 15. FSSG
- 16. OTHER (INDICATE ON PAGE 78)

11. WHAT IS YOUR PRESENT GEOGRAPHICAL LOCATION?

1. HEADQUARTERS U.S. MARINE CORPS
2. EAST COAST OF THE UNITED STATES
3. MIDWEST AREA OF THE UNITED STATES
4. WEST COAST OF THE UNITED STATES
5. HAWAII
6. JAPAN/OKINAWA
7. OTHER (INDICATE ON PAGE 78)

(9/ 2)

12. WHAT IS THE HIGHEST LEVEL OF CIVILIAN EDUCATION YOU HAVE COMPLETED?
(TO INCLUDE GED CREDITS)

1. LESS THAN HIGH SCHOOL GRADUATE
2. HIGH SCHOOL GRADUATE
3. 1 YEAR COLLEGE
4. 2 YEARS COLLEGE
5. 2 YEARS COLLEGE WITH ASSOCIATE DEGREE
6. 3 YEARS COLLEGE
7. 4 YEARS COLLEGE WITH DEGREE

(9/ 3)

13. HOW DID YOU RECEIVE YOUR PRIMARY MOS? (SELECT ONE OR MORE)

1. SCREENED FOR TALENT OR CIVILIAN ACQUIRED SKILL
2. ON THE JOB TRAINING (OJT)
3. COMPLETION OF SERVICE SCHOOL OR COURSE
4. RETRAINING FROM OTHER MOS
5. LATERAL MOVE
6. DIRECTED RECLASSIFICATION
7. PROMOTION OR REDUCTION IN GRADE

(9/ 4)
(9/ 5)
(9/ 6)
(9/ 7)
(9/ 8)
(9/ 9)
(9/10)

14. WHAT TYPE OF TRAINING DID YOU RECEIVE TO PREPARE YOU FOR YOUR

PRESENT JOB? (SELECT ONE OR MORE)

1. ON-THE-JOB-TRAINING (OJT) (9/11)
2. COMMAND OR UNIT SPONSORED SCHOOL (9/12)
3. FORMAL SERVICE SCHOOL (9/13)
4. CIVILIAN SCHOOLING (9/14)
5. CIVILIAN EXPERIENCE (9/15)
6. CORRESPONDENCE COURSE(S) (9/16)
7. NO TRAINING RECEIVED (9/17)

15. WHICH OF THE FOLLOWING BEST DESCRIBES THE PERCENT OF TIME YOU SPEND PER MONTH ON NON-MOS TASKS? (SUCH AS, GENERAL MILITARY TRAINING, DUTIES, INSPECTIONS, DETAILS AND CEREMONIES)

(9/18)

1. LESS THAN 5%
2. 6% TO 10%
3. 11% TO 15%
4. 16% TO 25%
5. 26% TO 50%
6. OVER 50%

16. ON THE AVERAGE, HOW MANY HOURS PER WEEK ARE YOU REQUIRED TO WORK?

(9/19)

1. LESS THAN 40 HOURS
2. 41 TO 45 HOURS
3. 46 TO 50 HOURS
4. 51 TO 60 HOURS
5. MORE THAN 60 HOURS

17. WHAT IS YOUR BILLET TITLE BEST DESCRIBED AS? (SELECT ONLY ONE)

(9/20-21)

01. BASIC ADMINISTRATIVE MAN
02. PERSONNEL CLERK
03. UNIT DIARY CLERK
04. ADMINISTRATIVE CLERK
05. FILES CLERK

- 06. CORRESPONDENCE CLERK
- 07. PASSPORT/VISA CLERK
- 08. SRB/DGR CLERK
- 09. ORDERS CLERK
- 10. ASSIGNMENT CLERK
- 11. ASSIGNMENT NCO
- 12. FITNESS REPORT CLERK
- 13. CLERK/TYPIST
- 14. DECORATIONS/AWARDS CLERK
- 15. LEGAL CLERK
- 16. PAY CLERK
- 17. RECEPTIONIST
- 18. REPORTS CLERK
- 19. SEPARATIONS/DISCHARGE/REENLISTMENT CLERK
- 20. PERSONNEL CHIEF
- 21. PERSONNEL/ADMINISTRATIVE CHIEF
- 22. ADMINISTRATIVE CHIEF
- 23. CHIEF CLERK
- 24. POSTAL CLERK
- 25. POSTAL CLERK (DIRECTORY)
- 26. POSTAL CHIEF
- 27. MONEY ORDER CLERK
- 28. CHAPLAINS ASSISTANT
- 29. OTHER (INDICATE ON PAGE 78)

18. WHICH OF THE BELOW LISTED ACADEMIC SUBJECT AREAS DO YOU CONSIDER IMPORTANT IN PREPARING A PERSON TO FILL YOUR PRESENT BILLET?

- | | | | |
|--------------------------------|---------|--------------------|---------|
| 1. TYPING | (9/22) | 2. SPELLING | (9/23) |
| 3. WRITING | (9/24) | 4. LITERATURE | (9/25) |
| 5. READING | (9/26) | 6. ENGLISH GRAMMAR | (9/27) |
| 7. OTHER (INDICATE ON PAGE 78) | | | (9/28) |

19. WHICH OF THE FOLLOWING METHODS DO YOU CONSIDER THE BEST WAY TO TEACH ADMINISTRATION? (SELECT ONE)

- | | |
|--|---------|
| 1. FORMAL SCHOOL - LECTURE TYPE METHOD | (9/29) |
| 2. FORMAL SCHOOL - SELF PACED METHOD | |

3. CJT
4. FORMAL SCHOOL, COMBINATION OF LECTURE AND PROGRAMMED TEXT
5. OTHER (INDICATE ON PAGE 78)

20. DID YOU REQUEST TO BE ASSIGNED TO OCCUPATIONAL FIELD 01?
 1. YES
 2. NO

21. LISTED BELOW ARE SCHOOLS RELATED TO YOUR JOB.

PLEASE CIRCLE THOSE YOU HAVE ATTENDED:

1. ADMINISTRATIVE CHIEFS COURSE BRDMARDIV, FPO SEATTLE
2. MMS SCHOOL BRDMARDIV
3. PERSONNEL CLERKS COURSE BRDMAM EL TORO, CALIF.
4. SYSTEMS DESIGN AND ANALYST COURSE IBM SCHOOL, OKI.
5. KEY PUNCH OPERATORS COURSE IBM SCHOOL, OKI.
6. POSTAL CLERKS COURSE CAMP PENDLETON, CALIF.
7. FORSTAT COURSE CAMP PENDLETON, CALIF.
8. MAS SCHOOL 2ND MAW, BEAUFORT, S. C.
9. ADMIN CHIEF COURSE 2ND MAW BEAUFORT, S. C.
10. REGISTERED PUBLICATION SCHOOL NORFOLK, VA.
11. ADMINISTRATIVE CLERKS COURSE PARRIS ISLAND, S. C.
12. ADMINISTRATIVE CLERKS COURSE CAMP PENDLETON, CALIF.
13. ADMINISTRATIVE CLERKS COURSE CHERRY POINT, N. C.
14. ARMY POSTAL COURSE (CORRESPONDENCE)
15. FORMS MANAGEMENT AND DESIGN SCHOOL GREAT LAKES
16. PERS/ADMIN CHIEF'S PERS/ADMIN COURSE P.I.S.C.
17. PERSONNEL ADMINISTRATIVE COURSE MCDONALD QUANTICO, VA.
18. PERSONNEL CHIEF'S PERSONNEL ADMIN COURSE PISC
19. PERSONNEL CLERKS COURSE (SRB COURSE) PISC
20. PERSONNEL CLERKS COURSE (SRB COURSE) BRDMARDIV
21. PERSONNEL CLERKS COURSE (SRB COURSE) CAMPEN, CALIF.
22. POSTAL CLERKS COURSE FORT BENJAMIN HARRIS, IND.
23. SERVICE RECORD BOOK CLERK COURSE CAMP LEJEUNE, N. C.
24. UNIT DIARY CLERKS COURSE CAMP PENDLETON, CALIF.
25. UNIT DIARY CLERKS COURSE PISC
26. UNIT DIARY CLERKS COURSE BRDMARDIV

(9/30)

(9/31-32)
 (9/33-34)
 (9/35-36)
 (9/37-38)
 (9/39-40)
 (9/41-42)
 (9/43-44)
 (9/45-46)
 (9/47-48)
 (9/49-50)
 (9/51-52)
 (9/53-54)
 (9/55-56)
 (9/57-58)
 (9/59-60)
 (9/61-62)
 (9/63-64)
 (9/65-66)
 (9/67-68)
 (9/69-70)
 (9/71-72)
 (9/73-74)
 (9/75-76)
 (9/77-78)
 (9/79-10/ 1)
 (10/ 2- 3)

22. WHICH OF THE FOLLOWING MCI COURSES HAVE YOU SUCCESSFULLY COMPLETED? (10/ 4- 5)

01. INTRODUCTION TO PERSONNEL ADMINISTRATION (MCI 01.1)
02. GENERAL ADMINISTRATIVE PROCEDURES (MCI 01.7)
03. PERSONNEL ADMINISTRATION (MCI 01.10)
04. SPELLING (MCI 01.18)
05. PUNCTUATION (MCI 01.19)
06. MARINE CORPS RESERVE PERSONNEL ADMINISTRATION (MCI 01.20)
07. CORRESPONDENCE PROCEDURES (MCI 01.31)
08. FILES, DIRECTIVES, AND PUBLICATIONS (MCI 01.32)
09. PERSONNEL REPORTING FOR MMS AND REPMIS (MCI 01.33)
10. INDIVIDUAL PERSONNEL RECORDS (MCI 01.35)
11. PERSONNEL REPORTING 01.260
12. POSTAL CLERK 01.61
13. NAVY POSTAL COURSE (CORRESPONDENCE)

23. HOW MANY SRB'S/OOR'S ARE YOU RESPONSIBLE FOR MAINTAINING? (10/ 6)

1. NONE
2. LESS THAN 100
3. 101 TO 200
4. 201 TO 300
5. 301 TO 400
6. 401 TO 500
7. 501 TO 1,000
8. OVER 1,000

24. WHAT WERE YOUR SOURCES OF TRAINING FOR YOU PRESENT BILLET MOS? (10/ 7)

1. ON-THE-JOB (OJT) TRAINING (10/ 8)
2. FORMAL SERVICE SCHOOL (10/ 9)
3. FORMAL CIVILIAN SCHOOL (10/10)
4. LOCALLY SPONSORED (BASE/STATION/COMMAND/UNIT) SCHOOL (10/11)
5. CORRESPONDENCE COURSE(S) (10/12)
6. OTHER (INDICATE ON PAGE 78)

25. WHICH OF THE BELOW LISTED FACTORS HINDERS YOU IN YOUR PRESENT JOB?

1. NONE (10/13)
2. LACK OF FORMAL SCHOOL (10/14)
3. LACK OF ON-THE-JOB TRAINING (10/15)
4. LACK OF APPROPRIATE EDUCATIONAL BACKGROUND (10/16)
5. LACK OF AN APPROPRIATE MOS TO ADEQUATELY IDENTIFY TRAINED PERSONNEL (10/17)
6. TOO RAPID A TURNOVER IN OCCUPATIONAL FIELD (10/18)
7. TOO RAPID A TURNOVER IN MOS AT UNIT LEVEL (10/19)
8. LACK OF COMMAND INTEREST (10/20)
9. LACK OF SUPPLIES (10/21)
10. LACK OF ADEQUATE EQUIPMENT (10/22)
11. OTHER (INDICATE ON PAGE NUMBER 78) (10/23)

26. HOW MANY PERSONNEL DO YOU DIRECTLY SUPERVISE IN THE CONDUCT OF YOUR DUTIES?

1. NONE (10/24)
2. 1-5
4. MORE THAN 10

CAREER QUESTIONS

27. WHAT ARE YOUR CAREER PLANS?

1. UNDECIDED. (10/25)
2. I PLAN TO REENLIST OR EXTEND.
3. I PLAN TO SEPARATE UPON COMPLETION OF MY INITIAL OBLIGATED SERVICE.
4. I PLAN TO SEPARATE PRIOR TO BECOMING ELIGIBLE FOR RETIREMENT.
5. I PLAN TO RETIRE AT THE EARLIEST DATE ELIGIBLE.
6. I PLAN TO REMAIN ON ACTIVE DUTY BEYOND MY RETIREMENT ELIGIBILITY DATE.

28. IF YOU ARE NOT PLANNING TO REENLIST, WHAT ARE THE MOST IMPORTANT REASONS?

1. NOT APPLICABLE. (10/26-27)
2. I PLAN TO RETIRE. (10/28-29)
3. POOR WORKING CONDITIONS. (10/30-31)
4. POOR FACILITIES. (10/32-33)
5. POOR EQUIPMENT. (10/34-35)
6. LACK OF RESPONSIBILITY. (10/36-37)
7. LACK OF CHALLENGE. (10/38-39)
8. POOR MANAGEMENT UTILIZATION. (10/40-41)
9. POOR CAREER POTENTIAL. (10/42-43)
10. LACK OF TRAINING OPPORTUNITIES. (10/44-45)
11. LONG/EXCESSIVE WORKING HOURS. (10/46-47)
12. LACK OF EDUCATIONAL OPPORTUNITIES. (10/48-49)
13. I PLAN TO GO TO COLLEGE OR TRADE SCHOOL. (10/50-51)
14. LACK OF FAITH IN SENIORS. (10/52-53)
15. POOR MANPOWER SUPERVISION. (10/54-55)
16. NO OPPORTUNITY TO TAKE ON NEW INITIATIVE. (10/56-57)
17. LIMITED OPPORTUNITY TO ADVANCE IN MY PRIMARY MOS FULL TIME. (10/58-59)
18. OTHER (INDICATE IN USE 7) (10/60-61)

29. HOW MANY YEARS FROM TODAY DO YOU PLAN TO REMAIN ON ACTIVE DUTY? ---- (10/62-63)

30. ARE YOU NOW ELIGIBLE FOR RETIREMENT?

1. YES
2. NO

(10/64)

LISTED BELOW IS THE EQUIPMENT UTILIZED BY PERSONNEL PERFORMING ADMIN FUNCTIONS, USING THE FOLLOWING SCALE INDICATE HOW MUCH RELATIVE TIME YOU FEEL YOU UTILIZE EACH PIECE OF EQUIPMENT IN THE PERFORMANCE OF YOUR CURRENT DUTIES.

RELATIVE TIME SPENT

- 1-VERY LITTLE
- 2-BELOW AVERAGE
- 3-SLIGHTLY BELOW AVERAGE
- 4-AVERAGE
- 5-SLIGHTLY ABOVE AVERAGE
- 6-ABOVE AVERAGE
- 7-VERY MUCH

31. INDICATE THE RELATIVE AMOUNT OF TIME YOU SPEND OPERATING, MAINTAINING OR UTILIZING THE FOLLOWING EQUIPMENT

| | | | | | | | | |
|--|---|---|---|---|---|---|---|---------|
| 1. OPERATE AN ADDING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/65) |
| 2. MAINTAIN AN ADDING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/66) |
| 3. OPERATE A CALCULATOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/67) |
| 4. MAINTAIN A CALCULATOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/68) |
| 5. OPERATE AN AUTOMATED CARD SORTER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/69) |
| 6. MAINTAIN AN AUTOMATED CARD SORTER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/70) |
| 7. OPERATE AN A.P. CHOPS KILLER BAR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/71) |
| 8. MAINTAIN AN A.P. CHOPS KILLER BAR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/72) |
| 9. OPERATE A BULL'S EYE CHOP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/73) |
| 10. MAINTAIN A BULL'S EYE CHOP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/74) |
| 11. OPERATE A STAMP CHOP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/75) |
| 12. MAINTAIN A STAMP CHOP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/76) |
| 13. OPERATE A CAMERA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/77) |
| 14. MAINTAIN A CAMERA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/78) |
| 15. OPERATE A CANCELLATION BAR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (10/79) |
| 16. MAINTAIN A CANCELLATION BAR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/ 1) |
| 17. OPERATE A COIN COUNTER AND PACKAGER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/ 2) |
| 18. MAINTAIN A COIN COUNTER AND PACKAGER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/ 3) |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---------|
| 19. OPERATE A COIN SEPARATOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/ 4) |
| 20. MAINTAIN A COIN SEPARATOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/ 5) |
| 21. OPERATE A COLLATING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/ 6) |
| 22. MAINTAIN A COLLATING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/ 7) |
| 23. OPERATE A DICTAPHONE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/ 8) |
| 24. MAINTAIN A DICTAPHONE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/ 9) |
| 25. OPERATE A TAPE RECCORDING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/10) |
| 26. MAINTAIN A TAPE RECCORDING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/11) |
| 27. OPERATE AN ELECTRIC LETTER OPENER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/12) |
| 28. MAINTAIN AN ELECTRIC LETTER OPENER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/13) |
| 29. OPERATE AN EMBOSS-O-GRAPH MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/14) |
| 30. MAINTAIN AN EMBOSS-O-GRAPH MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/15) |
| 31. OPERATE AN EQUIPMENT CANCELLING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/16) |
| 32. MAINTAIN AN EQUIPMENT CANCELLING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/17) |
| 33. OPERATE A FILM PROJECTOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/18) |
| 34. MAINTAIN A FILM PROJECTOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/19) |
| 35. MAINTAIN SAFES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/20) |
| 36. OPERATE A FOLDER/STUFFER/SEALER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/21) |
| 37. MAINTAIN A FOLDER/STUFFER/SEALER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/22) |
| 38. OPERATE AN IBM MAGNETIC CARD TYPEWRITER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/23) |
| 39. MAINTAIN AN IBM MAGNETIC CARD TYPEWRITER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/24) |
| 40. OPERATE A MAGNETIC TAPE SELECTRIC TYPEWRITER (MTST) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/25) |
| 41. MAINTAIN A MAGNETIC TAPE SELECTRIC TYPEWRITER (MTST) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/26) |
| 42. OPERATE AN ELECTRIC TYPEWRITER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/27) |
| 43. MAINTAIN AN ELECTRIC TYPEWRITER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/28) |
| 44. MAINTAIN A MANUAL TYPEWRITER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/29) |
| 45. MAINTAIN AN IMPRINTER (EMBOSSED PLATE NUMBER) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/30) |
| 46. OPERATE AN IMPRINTER (EMBOSSED PLATE NUMBER) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/31) |
| 47. MAINTAIN AN ILLUMINATED TILT DRAWING BOARD | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/32) |
| 48. OPERATE A KEYPUNCH MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/33) |
| 49. MAINTAIN A KEYPUNCH MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/34) |
| 50. OPERATE A LAMINATING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/35) |
| 51. MAINTAIN A LAMINATING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/36) |
| 52. OPERATE A LETTER CANCELLING MACHINE (ELECTRIC MODEL) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/37) |
| 53. MAINTAIN A LETTER CANCELLING MACHINE (ELECTRIC MODEL) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/38) |
| 54. UTILIZE LETTER CASES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/39) |
| 55. MAINTAIN LETTER CASES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/40) |
| 56. UTILIZE A LETTERING SET (LEROY, ETC.) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/41) |

| | | | | | | | | |
|--|---|---|---|---|---|---|---|---------|
| 57. MAINTAIN A LETTERING SET (LEROY, ETC.) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/42) |
| 58. MAINTAIN MAIL BAGS | 1 | 2 | 3 | 4 | 5 | 5 | 7 | (11/43) |
| 59. UTILIZE MAIL BAGS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/44) |
| 60. MAINTAIN MAIL POUCHES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/45) |
| 61. UTILIZE MAIL POUCHES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/46) |
| 62. OPERATE A MAGNETIC TAPE PRODUCER (ENCODER) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/47) |
| 63. MAINTAIN A MAGNETIC TAPE PRODUCER (ENCODEK) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/48) |
| 64. UTILIZE MICROFICHE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/49) |
| 65. MAINTAIN MICROFICHE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/50) |
| 66. UTILIZE A MICROFILM READER (VIEWER) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/51) |
| 67. MAINTAIN A MICROFILM READER (VIEWER) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/52) |
| 68. OPERATE A MIMEDGRAPH MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/53) |
| 69. MAINTAIN A MIMEDGRAPH MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/54) |
| 70. OPERATE A DITTO MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/55) |
| 71. MAINTAIN A DITTO MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/56) |
| 72. OPERATE AN OFF-SET PRESS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/57) |
| 73. MAINTAIN AN OFF-SET PRESS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/58) |
| 74. OPERATE A MONEY ORDER MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/59) |
| 75. MAINTAIN A MONEY ORDER MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/60) |
| 76. OPERATE AN OPTICAL CHARACTER RECOGNITION (OCR) READER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/61) |
| 77. MAINTAIN AN OPTICAL CHARACTER RECOGNITION (OCR) READER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/62) |
| 78. OPERATE AN OVERHEAD/OPAQUE PROJECTOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/63) |
| 79. MAINTAIN AN OVERHEAD/OPAQUE PROJECTOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/64) |
| 80. OPERATE A PEN MACHINE (SIGNATURE DUPLICATOR) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/65) |
| 81. MAINTAIN A PEN MACHINE (SIGNATURE DUPLICATOR) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/66) |
| 82. OPERATE A POSTAL METER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/67) |
| 83. MAINTAIN A POSTAL METER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/68) |
| 84. OPERATE A POWER (REVOLVING) FILE SYSTEM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/69) |
| 85. MAINTAIN A POWER (REVOLVING) FILE SYSTEM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/70) |
| 86. OPERATE A RANDOMATIC CARD DATA RETRIEVAL MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/71) |
| 87. MAINTAIN A RANDOMATIC CARD DATA RETRIEVAL MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/72) |
| 88. OPERATE A REPRODUCTION MACHINE (XEROX, ETC.) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/73) |
| 89. MAINTAIN A REPRODUCTION MACHINE (XEROX, ETC.) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/74) |
| 90. UTILIZE SCALE, LETTER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/75) |
| 91. MAINTAIN SCALE, LETTER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/76) |
| 92. OPERATE A SLIDE PROJECTOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/77) |
| 93. MAINTAIN A SLIDE PROJECTOR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/78) |
| 94. OPERATE A STENCIL CUTTING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (11/79) |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---------|
| 95. MAINTAIN A STENCIL CUTTING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/ 1) |
| 96. OPERATE A TAPE EMBOSSEING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/ 2) |
| 97. MAINTAIN A TAPE EMBOSSEING MACHINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/ 3) |
| 98. OPERATE A TELECOPIER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/ 4) |
| 99. MAINTAIN A TELECOPIER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/ 5) |
| 100. OPERATE A TIME RECORDER (DATE-TIME STAMP) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/ 6) |
| 101. MAINTAIN A TIME RECORDER (DATE-TIME STAMP) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/ 7) |
| 102. OPERATE TRINER SCALES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/ 8) |
| 103. MAINTAIN TRINER SCALES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/ 9) |

LISTED BELOW ARE THE CURRENT FORMS USED BY PERSONNEL PERFORMING ADMINISTRATIVE FUNCTIONS. USING THE FOLLOWING SCALE INDICATE HOW MUCH RELATIVE TIME YOU FEEL YOU DEVOTE TO EACH FORM YOU UTILIZE IN THE PERFORMANCE OF YOUR CURRENT DUTIES.

RELATIVE TIME SPENT

1-VERY LITTLE
 2-BELOW AVERAGE
 3-SLIGHTLY BELOW AVERAGE
 4-AVERAGE
 5-SLIGHTLY ABOVE AVERAGE
 6-ABOVE AVERAGE
 7-VERY MUCH

32. WHICH OF THE FOLLOWING FORMS DO YOU UTILIZE?

| | | | | | | | | |
|--|---|---|---|---|---|---|---|---------|
| 1. APPLICATION FOR ALIEN MEMBERS/DEPENDENTS APPLYING FOR U. S. CITIZENSHIP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/10) |
| 2. APPLICATION FOR FINANCIAL ASSISTANCE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/11) |
| 3. VISITOR CLEARANCE FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/12) |
| 4. DATA TRANSCRIPTION FORM (DTF) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/13) |
| 5. PAY ADJUSTMENT AUTHORIZATION (DD 139) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/14) |
| 6. PAY OFFICER AUTHORIZATION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/15) |
| 7. SUPPLEMENTAL AGREEMENT FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/16) |
| 8. STUDENT WITHDRAWAL FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/17) |
| 9. ABALTS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/18) |

10. COMMAND UNIT TRANSACTION REGISTERS (CUTR'S) 1 2 3 4 5 6 7 (12/19)
11. COMMAND ACCESSION MANAGEMENT SYSTEM (CAMS) 1 2 3 4 5 6 7 (12/20)
12. PENDING TRANSACTION REGISTERS (PTR'S) 1 2 3 4 5 6 7 (12/21)
13. PERSONAL VERIFICATION UNIT TRANSACTION REGISTER (PVUTR) 1 2 3 4 5 6 7 (12/22)
14. UNIT TRANSACTION REGISTERS (UTR'S) 1 2 3 4 5 6 7 (12/23)
15. VISUAL AUDIT SHEET (VAS) 1 2 3 4 5 6 7 (12/24)
16. U.S. ARMED FORCES IDENTIFICATION/GENEVA CONVENTION IDENTIFICATION CARD (DD 2MC) 1 2 3 4 5 6 7 (12/25)
17. ENLISTMENT OR REENLISTMENT CONTRACT (DD FORM 4) 1 2 3 4 5 6 7 (12/26)
18. REPRODUCTION REQUEST (DD FORM 46) 1 2 3 4 5 6 7 (12/27)
19. MILITARY PAY ORDER (DD FORM 114) 1 2 3 4 5 6 7 (12/28)
20. SIGN OF OFFICIAL HOURS OF OPERATIONS (DD FORM 115) 1 2 3 4 5 6 7 (12/29)
21. CERTIFICATE OF PERFORMANCE OF HAZARDOUS DUTY (DD FORM 121) 1 2 3 4 5 6 7 (12/30)
22. RECORD OF SEPARATION (DD FORM 214) 1 2 3 4 5 6 7 (12/31)
23. CORRECTION TO A REPORT OF SEPARATION (DD FORM 215) 1 2 3 4 5 6 7 (12/32)
24. PROMOTION CERTIFICATE (DD FORM 216) 1 2 3 4 5 6 7 (12/33)
25. HONORABLE DISCHARGE CERTIFICATE (DD FORM 256) 1 2 3 4 5 6 7 (12/34)
26. GENERAL DISCHARGE CERTIFICATE (DD FORM 257) 1 2 3 4 5 6 7 (12/35)
27. DISHONORABLE DISCHARGE CERTIFICATE (DD FORM 260) 1 2 3 4 5 6 7 (12/36)
28. MAIL ORDERLY APPOINTMENT CARD (DD FORM 289) 1 2 3 4 5 6 7 (12/37)
29. EVALUATION OF MILITARY EXPERIENCES (DD FORM 295) 1 2 3 4 5 6 7 (12/38)
30. RESTRICTION ORDERS (DD FORM 367) 1 2 3 4 5 6 7 (12/39)
31. PRISONER RELEASE ORDER (DD FORM 367) 1 2 3 4 5 6 7 (12/40)
32. PERSONAL HISTORY (DD FORM 398) 1 2 3 4 5 6 7 (12/41)
33. RECORD OF ACCOUNTABLE MAIL (DD FORM 430) 1 2 3 4 5 6 7 (12/42)
34. PROCEEDING TO VACATE SUSPENDED SENTENCE (DD FORM 455) 1 2 3 4 5 6 7 (12/43)
35. CHARGE SHEETS (DD FORM 458) 1 2 3 4 5 6 7 (12/44)
36. GENEVA CONVENTIONS IDENTITY CARD FOR CIVILIAN PERSONNEL WHO ACCOMPANY THE ARMED FORCES (DD FORM 439) 1 2 3 4 5 6 7 (12/45)
37. ABSENTEE WANTED BY THE ARMED FORCES (DD FORM 583) 1 2 3 4 5 6 7 (12/46)
38. REPORT OF RETURN OF ABSENTEE/DEserter (DD FORM 616) 1 2 3 4 5 6 7 (12/47)
39. MEAL CARDS (DD FORM 714) 1 2 3 4 5 6 7 (12/48)
40. MAIL DISPATCHED BY DESTINATION, CARRIER AND CATEGORY (DD FORM 878) 1 2 3 4 5 6 7 (12/49)
41. MAIL DISPATCHED BY TYPE (DD FORM 878-1) 1 2 3 4 5 6 7 (12/50)
42. MONEY ORDER CONTROL RECORD (DD FORM 885) 1 2 3 4 5 6 7 (12/51)
43. MAIL ROOM NO ADMITTANCE EXCEPT TO AUTHORIZED PERSONNEL

| | | | | | | | | |
|--|---|---|---|---|---|---|---|---------|
| (DD FORM 1115) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/52) |
| 44. HOURS OF COLLECTION (DD FORM 1116) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/53) |
| 45. UNIT MAIL CLERK'S RECEIPT FOR FUNDS AND PURCHASE RECORD (DD FORM 1118) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/54) |
| 46. REQUEST FOR MAIL DIRECTORY SERVICE (DD FORM 1169) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/55) |
| 47. UNIT MAIL SERVICE INSPECTION CHECKLIST (DD FORM 1170) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/56) |
| 48. APPLICATION FOR DEPENDENT ID CARDS (DD FORM 1172) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/57) |
| 49. TRAVEL VOUCHERS (DD FORM 1351 SERIES) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/58) |
| 50. MAIL MANIFEST (DD FORM 1372) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/59) |
| 51. TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (DD FORM 1384) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/60) |
| 52. RECORD OF RECEIPT (DD FORM 1387) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/61) |
| 53. DATA MESSAGE FORM (DD FORM 1392) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/62) |
| 54. FAMILY SEPARATION ALLOWANCE FORM (DD FORM 1561) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/63) |
| 55. LEAVE AND EARNINGS STATEMENT (DD FORM 1624) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/64) |
| 56. GENEVA CONVENTION IDENTITY CARD FOR MEDICAL AND RELIGIOUS PERSONNEL, AND AUXILIARY MEDICAL PERSONNEL (DD FORM 1934) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/65) |
| 57. NAVY CLAIMS FORM (DD FORM 1892) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/66) |
| 58. LEAVE AUTHORIZATION (NAVMC FORM 3) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/67) |
| 59. GOOD CONDUCT MEDAL CERTIFICATE (NAVMC FORM 71) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/68) |
| 60. SRB COVER (NAVMC FORM 118A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/69) |
| 61. MISCELLANEOUS INFORMATION (NAVMC FORM 118(1)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/70) |
| 62. CHRONOLOGICAL RECORD (NAVMC FORM 118(3)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/71) |
| 63. CLASSIFICATION AND ASSIGNMENT TEST RESULTS, RECORD OF TIME LOST, PROMOTION, REDUCTION, EXAMINATION FOR PROMOTION (NAVMC FORM 118(5)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/72) |
| 64. WEAPONS FIRING RECORD, COMPETITIVE MARKSMANSHIP (NAVMC FORM 118(6)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/73) |
| 65. MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES EDUCATION COURSES, TECHNICAL TRAINING AND TESTS COMPLETED (NAVMC FORM 118(8A)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/74) |
| 66. FLIGHT QUALIFICATION RECORD (NAVMC FORM 118(8AV)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/75) |
| 67. COMBAT HISTORY, EXPEDITIONS, AWARDS RECORD (NAVMC FORM 118(9)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/76) |
| 68. ADMINISTRATIVE REMARKS (NAVMC FORM 118(11)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/77) |
| 69. OFFENSE AND PUNISHMENTS (NAVMC FORM 118(12)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/78) |
| 70. RECORD OF CONVICTION BY COURT-MARTIAL (NAVMC 118(13)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (12/79) |

| | | | | | | | | | |
|------|--|---|---|---|---|---|---|---|---------|
| 71. | SUPPLEMENTARY RECORD OF CONVICTION BY COURTS-MARTIAL (NAVMC FORM 118(13A)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/ 1) |
| 72. | MARKINGS PAGE (NAVMC FORM 118(23)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/ 2) |
| 73. | QOR COVER (NAVMC 123(1)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/ 3) |
| 74. | CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS (NAVMC FORM 123(2)) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/ 4) |
| 75. | AGREEMENT TO EXTEND ENLISTMENT (NAVMC FORM 321A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/ 5) |
| 76. | MESSAGE DISTRIBUTION FORM (NAVMC HQ 469) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/ 6) |
| 77. | MEMORANDUM OF MEAL AUTHORIZATION (NAVMC FORM 565) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/ 7) |
| 78. | BILLET EDUCATION AND EVALUATION CERTIFICATE (HQ 643) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/ 8) |
| 79. | LOCATOR CARDS (NAVMC FORM 663) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/ 9) |
| 80. | APPOINTMENT ACCEPTANCE AND RECORD (NAVMC FORM 763) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/10) |
| 81. | CIVILIAN PERSONNEL EVALUATION FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/11) |
| 82. | INVENTORY FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/12) |
| 83. | MASTER ASSIGNMENT ROSTER (MAR) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/13) |
| 84. | MASTER PORT CALL ROSTER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/14) |
| 85. | APPLICATION FOR NO FEE PASSPORTS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/15) |
| 86. | BILINGUAL FINGERPRINT CARD | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/16) |
| 87. | BILINGUAL PERSONAL HISTORY STATEMENT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/17) |
| 88. | APPLICATION FOR PERMISSION TO MARRY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/18) |
| 89. | FITNESS REPORT REVIEW SHEET | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/19) |
| 90. | FITNESS REPORT CONTINUATION SHEET | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/20) |
| 91. | UNIT ACTIVITY REPORT (UAR) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/21) |
| 92. | FINANCIAL RECORDS (FUNDS, EXPENSE, TAD) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/22) |
| 93. | OFFICIAL CALL RECORD (TELEPHONE, PERSONAL) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/23) |
| 94. | SEKVICEMAN'S GROUP LIFE INSURANCE ELECTION (SGLI) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/24) |
| 95. | SPEED LETTER FORMS (OPNAV FORM 5216/145) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/25) |
| 96. | SECURITY FORMS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/26) |
| 97. | TRANSFER DATA SHEET | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/27) |
| 98. | NEWS RELEASE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/28) |
| 99. | REPRODUCTION MATS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/29) |
| 100. | TELEPHONE MEMORANDUM FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/30) |
| 101. | PORT CALL FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/31) |
| 102. | UNIT PUNISHMENT BOOK (NAVMC 10132) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/32) |
| 103. | PERSONAL EFFECTS INVENTORY (NAVMC 10154) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/33) |
| 104. | OFF-DUTY EDUCATION REPORT (NAVMC 10269) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/34) |
| 105. | ADMINISTRATIVE ACTION FORM (NAVMC 10274) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/35) |
| 106. | MAIL ROOM INSPECTION CHECK LIST (NAVMC 10487) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/36) |

| | | | | | | | | | |
|------|---|---|---|---|---|---|---|---|---------|
| 107. | COMMUTED RATIONS ACTION FORM (NAVMC 10522) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/37) |
| 108. | RECORD OF EMERGENCY DATA (NAVMC 10526) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/38) |
| 109. | MAIL ORDERLY APPOINTMENT LOG (NAVMC 10594) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/39) |
| 110. | ALLOTMENT BOND AUTHORIZATION (NAVMC 10685) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/40) |
| 111. | NAVAL AVIATOR QUALIFICATION JACKET (NAVMC 10699) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/41) |
| 112. | UNIT DIARY FORM (NAVMC 10793) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/42) |
| 113. | APPLICATION FOR RETIREMENT/TRANSFER TO THE FLEET MARINE CORPS RESERVE (NAVMC 10831) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/43) |
| 114. | FITNESS REPORT FORM (NAVMC 10835) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/44) |
| 115. | OCR TYPING GUIDE (NAVMC 10863) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/45) |
| 116. | REQUEST FOR TUITION ASSISTANCE (NAVMC 10883) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/46) |
| 117. | APPLICATION FOR BASIC ALLOWANCE FOR QUARTERS (NAVMC 10922) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/47) |
| 118. | TRAINING REPORTING REQUIREMENTS (NAVMC 10926) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/48) |
| 119. | DEPENDENCY CERTIFICATE (NAVMC 10932) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/49) |
| 120. | MERITORIOUS MASTS (NAVMC 10935) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/50) |
| 121. | TAG TRAVEL ORDER (NAVPER 1320/16) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/51) |
| 122. | APPLICATION FOR DEPENDENTS ALLOWANCE (NAVPER 1751/3) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/52) |
| 123. | DOCUMENT CONTROL FORM (OPNAV 4790/45) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/53) |
| 124. | REPORT OF INSPECTION AND AUDIT OF POSTAL CLERKS ACCOUNTS/QUARTERLY STATISTICS (OPNAV 5113/3) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/54) |
| 125. | STANDARDS OF SERVICE OF THE NAVAL POSTAL SERVICE (OPNAV 5510/54) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/55) |
| 126. | RECORD OF RECEIPT (OPNAV 5511/10) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/56) |
| 127. | NOTICE OF CHANGE OF ADDRESS (OPNAV 5513/5) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/57) |
| 128. | MAIL ORDERLY DESIGNATION (OPNAV 5513/6) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/58) |
| 129. | MAIL MANIFEST (OPNAV 5513/9) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/59) |
| 130. | NAVAL MESSAGE FORM (OPNAV 211/28) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/60) |
| 131. | CERTIFICATE OF CLEARANCE (OPNAV 5521-429) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/61) |
| 132. | MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS (PSF 6019-MPO) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/62) |
| 133. | INQUIRY AS TO PAYMENT OF MONEY ORDER (PSF 6041) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/63) |
| 134. | REQUISITION FOR DOMESTIC MONEY ORDER FORM: (MPO) (PSF 6055-A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/64) |
| 135. | REQUEST FOR PHOTO COPY OF A MONEY ORDER (PSF 6065) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/65) |
| 136. | SUPPLEMENTAL INTERNATIONAL ORDER ADVICE (PSF 6083) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/66) |
| 137. | AFFIDAVIT RELATIVE TO ALLEGED WRONG PAYMENT OF A MONEY ORDER (PSF 6337) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/67) |

| | | | | | | | | | |
|------|---|---|---|---|---|---|---|---|---------|
| 138. | ISSUED ORDER CONTROL RECORD (PSF 6349) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/68) |
| 139. | APPLICATION FOR INTERNATIONAL MONEY ORDER (PSF 6701) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/69) |
| 140. | STAMP REQUISITION (GSF FORM 17) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/70) |
| 141. | INQUIRY ABOUT AN ORDINARY ARTICLE (OTHER THAN PARCEL POST MAIL) (INTERNATIONAL) (GSF FORM 541) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/71) |
| 142. | INQUIRY ABOUT A REGISTERED ARTICLE OR AN INSURED PARCEL OR AN ORDINARY PARCEL (INTERNATIONAL) (GSF 542) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/72) |
| 143. | APPLICATION FOR INDEMNITY FOR REGISTERED MAIL (GSF 565) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/73) |
| 144. | REPORT OF RIFLED PARCEL (GSF 673) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/74) |
| 145. | REPORT TO THE POSTMASTER OF REGISTERED, C.O.D. BUSINESS (QUARTERLY) (GSF 934) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/75) |
| 146. | CASH RECEIPT (GSF 1396) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/76) |
| 147. | STATEMENT BY SHIPPER OF FIREARMS (GSF 1508) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/77) |
| 148. | SENDER'S APPLICATION FOR RECALL OF MAIL (GSF 1509) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/78) |
| 149. | INQUIRY FOR LOSS OR RIFLING OF MAIL MATTER (GSF 1510) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (13/79) |
| 150. | TRACER-MISSING MAIL MATTER (GSF 1511) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/ 1) |
| 151. | PATRON'S INQUIRY FOR LETTER OR PARCEL AND PM'S REPLY (GSF 1518) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/ 2) |
| 152. | REQUISITION FOR RUBBER AND STEEL STAMPS ONLY (GSF 1567) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/ 3) |
| 153. | CONTINUATION SHEET FOR FORM 1567 (GSF 1567-A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/ 4) |
| 154. | INQUIRY ABOUT RECEIPT OF MAIL (GSF 1572) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/ 5) |
| 155. | POUCHES TO BE DISPATCHED (GSF 1575) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/ 6) |
| 156. | REQUISITION FOR NON-STANDARD FACING SLIPS OR STRIP LABELS (GSF 1578) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/ 7) |
| 157. | MEMORANDUM OF MAIL TO BE CALLED (GSF 1584) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/ 8) |
| 158. | REQUEST TO CALL (GSF 1585) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/ 9) |
| 159. | SUPPLY RECORD (GSF 1586) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/10) |
| 160. | STATEMENT OF NET WEIGHT OF THE AIRMAIL (GSF 2710) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/11) |
| 161. | REPORT OF IRREGULAR HANDLING OF MAIL (GSF 2759) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/12) |
| 162. | CLAIM OF INDEMNITY-INTERNATIONAL INSURED MAIL (GSF 2855) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/13) |
| 163. | RETURN RECEIPT FOR INTERNATIONAL INSURED OR REGISTERED MAIL (GSF 2865) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/14) |
| 164. | SENDER'S REQUEST FOR RECALL OR CHANGE OF ADDRESS OF INTERNATIONAL MAIL (GSF 2920) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/15) |
| 165. | IMPORTERS OBJECTIONS (GSF 2937) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/16) |
| 166. | DELIVERY LIST (AV-7) FOR MILITARY AIRMAIL (GSF 2942-A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/17) |
| 167. | DELIVERY LIST (AV-7) FOR MILITARY OFFICIAL MAIL | | | | | | | | |

| | | | | | | | | | |
|------|---|---|---|---|---|---|---|---|---------|
| 168. | (GSF 2942-0) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/18) |
| | RECEIPT FOR CUSTOMS DUTY MAIL (GSF 2944) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/19) |
| 169. | PARCEL POST CUSTOMS DECLARATION (GSF 2966-4) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/20) |
| 170. | DISPATCH NOTE (FOR MAILING PARCELS TO CERTAIN COUNTRIES) (GSF 2972) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/21) |
| 171. | AUTHORITY FOR CUSTOMS TO OPEN INTERNATIONAL MAIL (GSF 2976) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/22) |
| 172. | CUSTOMS DECLARATION (C-2) USED IN CONNECTION WITH FORM 2976 (GSF 2976-A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/23) |
| 173. | CASH AND STAMP STOCK COUNT AND SUMMARY (GSF 6294) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/24) |
| 174. | DAILY RECORD OF STAMPS, STAMPED PAPER, AND NON-POSTAL STAMPS ON HAND (GSF 6295) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/25) |
| 175. | FIXED CREDIT RECEIPT (GSF 3367) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/26) |
| 176. | FIXED CREDIT INVENTORY RECORD (GSF 3368) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/27) |
| 177. | APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES (GSF 3533) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/28) |
| 178. | NOTICE TO CHANGE FORWARDING ORDER (GSF 3546) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/29) |
| 179. | NOTICE TO MAILER OF CORRECTION IN ADDRESS (GSF 3547) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/30) |
| 180. | POSTAGE DUE NOTICE-MILITARY MAIL (GSF 3569) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/31) |
| 181. | CHANGE OF ADDRESS NOTICE TO CORRESPONDENTS (GSF 3573) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/32) |
| 182. | CHANGE OF ADDRESS ORDER (GSF 3575) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/33) |
| 183. | CHANGE OF ADDRESS NOTICE TO PUBLISHER (GSF 3578) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/34) |
| 184. | UNDELIVERABLE 2D, 3D, 4TH OR CONTROLLED CIRCULATION MATTER (GSF 3579) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/35) |
| 185. | OUTSIDE MAIL (GSF 3585) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/36) |
| 186. | DAILY RECORD OF METER REGISTER READINGS (GSF 3602-A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/37) |
| 187. | POSTAGE COLLECTED THROUGH POST OFFICE METER (GSF 3602-PC) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/38) |
| 188. | RECEIPT FOR POSTAGE METER SETTING (GSF 3633) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/39) |
| 189. | RECORD OF POSTAGE METER SETTINGS (GSF 3610) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/40) |
| 190. | WRAPPER FOUND WITHOUT CONTENTS (GSF 3760) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/41) |
| 191. | RECEIPT FOR CERTIFIED MAIL (GSF 3800) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/42) |
| 192. | RECORD OF REGISTERED POUCHES, SACKS AND JACKETS RECEIVED (GSF 3803) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/43) |
| 193. | RETURNED RECEIPT REGISTERED, INSURED AND CERTIFIED MAIL (GSF 3811) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/44) |
| 194. | REQUEST FOR RETURN RECEIPT AFTER MAILING (GSF 3811-A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/45) |
| 195. | REQUEST FOR PAYMENT OF DOMESTIC POSTAL INSURANCE | | | | | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---------|--|
| (GSF 3812) | | | | | | | | | |
| 196. RECEIPT FOR DOMESTIC INSURED PARCEL (GSF 3813) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/46) | |
| 197. RECEIPT FOR INSURED MAIL, DOMESTIC-INTERNATIONAL (GSF 3813-P) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/47) | |
| 198. CERTIFICATE OF MAILING (GSF 3817) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/48) | |
| 199. PACKAGING IMPROVEMENT NOTICE (GSF 3823) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/49) | |
| 200. REGISTRY IRREGULARITY REPORT (GSF 3826) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/50) | |
| 201. IRREGULARITY REPORT INSURED AND COD MAIL (GSF 3827) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/51) | |
| 202. REGISTERED DISPATCH FOLLOW-UP (GSF 3829) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/52) | |
| 203. REGISTRY DISPATCH RECORD (GSF 3820-A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/53) | |
| 204. RECEIPT FOR ARTICLES DAMAGED IN MAILS (GSF 3831) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/54) | |
| 205. POST OFFICE RECORD OF CLAIMS (GSF 3841) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/55) | |
| 206. NOTICE OF MAIL ARRIVAL OR ATTEMPTED DELIVERY (GSF 3849) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/56) | |
| 207. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL (SID FORM 1034) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/57) | |
| 208. REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (VA FORM 21E-1995) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/58) | |
| 209. APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING (VA FORM 22-1990) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/59) | |
| 210. APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING FOR AN INDIVIDUAL ON ACTIVE DUTY (VA FORM 22-1990A) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/60) | |
| 211. SERV MART SHOPPING LIST (NAVSUP 1314) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/61) | |
| 212. SECURITY CHECKLIST (NAVEXOS 5511/1) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/62) | |
| 213. CLEARANCE NOTICE (NAVMD 1381) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/63) | |
| 214. ABSENTEE VOTING FORMS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/64) | |
| 215. BACHELOR ENLISTED QUARTERS FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/65) | |
| 216. INSUFFICIENT FJND ORDERS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/66) | |
| 217. MAC TRANSPORTATION AUTHORIZATION FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/67) | |
| 218. STATUS OF UNIT BUSINESS FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/68) | |
| 219. REGISTER BALANCE SHEET | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/69) | |
| 220. ADMINISTRATIVE READINESS INSPECTION FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/70) | |
| 221. ROUGH PAY ROSTER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/71) | |
| 222. RESERVE IDENTIFICATION CARD | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/72) | |
| 223. RETIRED IDENTIFICATION CARD | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/73) | |
| 224. DEPENDENTS IDENTIFICATION CARD | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/74) | |
| 225. TERMINATION OF SECURITY CLEARANCE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/75) | |
| 226. NOTICE OF OBLIGATED SERVICE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/76) | |
| 227. PRIVACY ACT FORM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/77) | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (14/78) | |

228. NAVY DIRECTIVES REQUEST FORM

1 2 3 4 5 6 7 (14/79)

LISTED BELOW ARE REPORTS USED BY PERSONNEL PERFORMING ADMINISTRATIVE FUNCTIONS. USING THE FOLLOWING SCALE INDICATE HOW MUCH RELATIVE TIME YOU FEEL YOU DEVOTE TO EACH REPORT YOU UTILIZE IN THE PERFORMANCE OF YOUR CURRENT DUTIES.

RELATIVE TIME SPENT

- 1-VERY LITTLE
- 2-BELOW AVERAGE
- 3-SLIGHTLY BELOW AVERAGE
- 4-AVERAGE
- 5-SLIGHTLY ABOVE AVERAGE
- 6-ABOVE AVERAGE
- 7-VERY MUCH

33. WHICH OF THE FOLLOWING REPORTS DO YOU UTILIZE?

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---------|
| 1. OPERATIONS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/ 1) |
| 2. ACCIDENT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/ 2) |
| 3. GAINS AND LOSSES REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/ 3) |
| 4. CIVILIAN EVALUATION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/ 4) |
| 5. LOST/STOLEN/DAMAGED EQUIPMENT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/ 5) |
| 6. MORNING REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/ 6) |
| 7. STAMPED ENVELOPE SALES AT DISCOUNT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/ 7) |
| 8. ADMINISTRATION READINESS INSPECTION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/ 8) |
| 9. ATTRITION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/ 9) |
| 10. AFTER-ACTION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/10) |
| 11. ALPHA ROSTER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/11) |
| 12. AUTHORIZATION FOR MEALS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/12) |
| 13. BAQ WITHOUT DEPENDENTS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/13) |
| 14. BAQ REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/14) |
| 15. BARRACKS OCCUPANCY REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/15) |
| 16. BILLET MOS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/16) |
| 17. CAREER PLANNING REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/17) |
| 18. CIO INVESTIGATION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/18) |
| 19. CLUBS FINANCIAL REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/19) |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---------|
| 20. COMMAND CHRONOLOGY REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/20) |
| 21. COMMAND MILITARY RACIAL STATISTICS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/21) |
| 22. COMMAND NEWSLETTER REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/22) |
| 23. COMMAND STATISTICAL DATA REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/23) |
| 24. COMMANDERS ESTIMATE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/24) |
| 25. COMMANDERS ESTIMATE ADDENDUM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/25) |
| 26. CRITICAL MOS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/26) |
| 27. COURTS-MARTIAL REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/27) |
| 28. DAILY STRENGTH REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/28) |
| 29. DEPENDENTS IN WESTPAC REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/29) |
| 30. DESERTER REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/30) |
| 31. DESTRUCTION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/31) |
| 32. DRUG AND ALCOHOL REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/32) |
| 33. EMBARKATION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/33) |
| 34. FINANCIAL BUDGET REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/34) |
| 35. FINANCIAL REPORT OF POSTAL BUSINESS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/35) |
| 36. FLIGHT SCHEDULE PROJECTION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/36) |
| 37. FORSTAT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/37) |
| 38. HOSPITAL REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/38) |
| 39. HUMAN RELATIONS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/39) |
| 40. INDIVIDUAL SPONSORED DEPENDENT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/40) |
| 41. IN HANDS CIVIL AUTHORITIES REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/41) |
| 42. JOIN AND DROP REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/42) |
| 43. LEADERSHIP REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/43) |
| 44. LEGAL RELATED REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/44) |
| 45. LINE OF DUTY/MISCONDUCT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/45) |
| 46. MANPOWER NON-AVAILABILITY REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/46) |
| 47. MARINE CORPS ASSOCIATION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/47) |
| 48. MCI READOUT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/48) |
| 49. MEAL CARD INSPECTION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/49) |
| 50. MEAL COUNT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/50) |
| 51. MINORITY REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/51) |
| 52. MCJT/CJT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/52) |
| 53. MONEY ORDER BUSINESS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/53) |
| 54. MONTHLY DROP AND GAINS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/54) |
| 55. MONTHLY EAS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/55) |
| 56. MONTHLY STATISTICAL REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/56) |
| 57. MOS/LOCATION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/57) |

| | | | | | | | | |
|--|---|---|---|---|---|---|---|---------|
| 58. NBC DEFENSE REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/58) |
| 59. NIS SPOUSE INVESTIGATION REPORT FOR MARRIAGE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/59) |
| 60. NON-EAS ATTRITION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/60) |
| 61. NON-JUDICIAL PUNISHMENT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/61) |
| 62. OFFICER CANDIDATE DISENROLLMENT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/62) |
| 63. OFFICER CANDIDATE COMPLETION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/63) |
| 64. OFFICER CANDIDATE REPORTING IN REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/64) |
| 65. PAY STATUS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/65) |
| 66. PERSONNEL ACTION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/66) |
| 67. PERSONNEL HISTORY FILE DATA REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/67) |
| 68. POPULATION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/68) |
| 69. POPULATION STATUS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/69) |
| 70. PORT CALL REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/70) |
| 71. POSTAL SUPPLY ORDER REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/71) |
| 72. QUARTERLY ACCIDENT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/72) |
| 73. RACIAL DISCRIMINATION REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/73) |
| 74. RACIAL INCIDENT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/74) |
| 75. RATION MEMORANDUM REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/75) |
| 76. RECALL INCIDENT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/76) |
| 77. HMS RECORDS AND REPORTS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/77) |
| 78. RECRUITING REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/78) |
| 79. REMEDIAL PFT REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (15/79) |
| 80. RESERVE DRILL REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/ 1) |
| 81. ROSTER BY RANK REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/ 2) |
| 82. REPORT OF INJURY REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/ 3) |
| 83. SPACE REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/ 4) |
| 84. STANDARD NAVY DISTRIBUTION LIST REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/ 5) |
| 85. STATISTICAL TRANSACTION ANALYSIS REPORT (STAR) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/ 6) |
| 86. SUBORDINATE UNIT INSPECTIONS REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/ 7) |
| 87. TAD FUNDS OBLIGATIONS EXPENDITURES REPORT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/ 8) |

LISTED BELOW ARE FILES MAINTAINED BY PERSONNEL PERFORMING ADMINISTRATIVE FUNCTIONS. USING THE FOLLOWING SCALE INDICATE HOW MUCH RELATIVE TIME YOU FEEL YOU DEVOTE TO MAINTAINING EACH FILE UTILIZED IN THE PERFORMANCE OF YOUR CURRENT DUTIES.

RELATIVE TIME SPENT

- 1-VERY LITTLE
- 2-BELOW AVERAGE
- 3-SLIGHTLY BELOW AVERAGE
- 4-AVERAGE
- 5-SLIGHTLY ABOVE AVERAGE
- 6-ABOVE AVERAGE
- 7-VERY MUCH

34. WHICH OF THE FOLLOWING FILES DO YOU MAINTAIN?

- | | | | | | | | | |
|---------------------------------------|---|---|---|---|---|---|---|---------|
| 1. ACTION MESSAGE FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/ 9) |
| 2. AERONAUTICAL CHART FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/10) |
| 3. ALLOTMENT FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/11) |
| 4. ALMAR FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/12) |
| 5. ASSIGNED DETAILS FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/13) |
| 6. BAD CHECK FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/14) |
| 7. CAREER PLANNING BULLETIN FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/15) |
| 8. CASE FILES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/16) |
| 9. CHAPEL RECORDS OR FILES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/17) |
| 10. CLAIMS FILES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/18) |
| 11. CMC WHITE LETTER FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/19) |
| 12. CLASSIFIED MESSAGE FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/20) |
| 13. DAILY READ FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/21) |
| 14. CONGRESSIONAL CORRESPONDENCE FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/22) |
| 15. CRIMINAL INVESTIGATION FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/23) |
| 16. FITNESS REPORT FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/24) |
| 17. FLOAT/TAD/FAP FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/25) |
| 18. FORMS CONTROL FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/26) |
| 19. COURT-MARTIAL FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/27) |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---------|
| 20. GENERAL CORRESPONDENCE FILES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/28) |
| 21. GOOD CONDUCT FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/29) |
| 22. GREEN LETTER FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/30) |
| 23. HOSPITAL VISITATION FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/31) |
| 24. INSPECTION FILES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/32) |
| 25. INSURED AND CERTIFIED MAIL RECORDS FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/33) |
| 26. JOIN/DROP FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/34) |
| 27. LEGAL HOLD FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/35) |
| 28. LOCATOR FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/36) |
| 29. MAIL LOCATOR FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/37) |
| 30. MAIL MANIFEST FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/38) |
| 31. MMS DESERTER FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/39) |
| 32. MONEY ORDER BUSINESS (MOB) FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/40) |
| 33. MORNING REPORT FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/41) |
| 34. OFFICE SUSPENSE FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/42) |
| 35. OFFICER DUE IN FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/43) |
| 36. OUTGOING OFFICER FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/44) |
| 37. PCS/TAD FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/45) |
| 38. PERSONNEL DATA CARD FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/46) |
| 39. PLATE FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/47) |
| 40. POSTAL FINANCE FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/48) |
| 41. QUOTA FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/49) |
| 42. RECORDS FILE SJCH AS MICROFILM, TAPES AND IBM CARDS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/50) |
| 43. RANDOMATIC FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/51) |
| 44. RECORD OF POSTAL AUDITS FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/52) |
| 45. REGISTERED MAIL RECORDS FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/53) |
| 46. REQUISITION FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/54) |
| 47. STAMP REQUISITION FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/55) |
| 48. STOCK ON HAND FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/56) |
| 49. SURVIVOR BENEFITS PROGRAM FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/57) |
| 50. SUSPENDED ERROR FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/58) |
| 51. TICKLER FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/59) |
| 52. UNIT CERTIFICATE AWARDS FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/60) |
| 53. UPB FILES | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/61) |
| 54. 30 DAY SUSPENSE FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/62) |
| 55. RESEARCH FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (16/63) |

35. ON WHICH OF THE FOLLOWING DO YOU ADVISE/COUNSEL PERSONNEL?

- | | |
|--|---------|
| 1. LEGAL MATTERS | (16/64) |
| 2. CHAMPUS | (16/65) |
| 3. VA BENEFITS | (16/66) |
| 4. EDUCATIONAL BENEFITS | (16/67) |
| 5. SOCIAL SECURITY | (16/68) |
| 6. DEPENDENTS BENEFITS | (16/69) |
| 7. RETIREMENT BENEFITS | (16/70) |
| 8. POSTAL MATTERS/SYSTEM | (16/71) |
| 9. UNIT ADMINISTRATIVE EFFECTIVENESS | (16/72) |
| 10. RECORDS PROCEDJRES | (16/73) |
| 11. PAY STATUS | (16/74) |
| 12. MANPOWER MANAGEMENT SYSTEM (MMS) PROCEDURES | (16/75) |
| 13. LEAVE AND EARNING STATEMENTS | (16/76) |
| 14. CONTENT OF DIRECTIVES | (16/77) |
| 15. RETIRED SERVICEMAN FAMILY PROTECTION PLAN | (16/78) |
| 16. RESERVE PERSONNEL MANAGEMENT INFORMATION SYSTEM (REPMIS) | (16/79) |
| 17. DISSEMINATION OF CLASSIFIED MATERIAL | (17/ 1) |
| 18. ADMIN MATTERS SUCH AS PAY, ORDERS, DISCHARGES AND LEAVE | (17/ 2) |

36. WHICH OF THE FOLLOWING INSPECTION DO YOU CONDUCT?

- | | |
|---|---------|
| 1. ADMINISTRATION | (17/ 3) |
| 2. ADMINISTRATIVE READINESS | (17/ 4) |
| 3. AREA FOR MISPLACED MAIL | (17/ 5) |
| 4. BUILDINGS AND GROUNDS | (17/ 6) |
| 5. CONFINEES U. S. MAIL | (17/ 7) |
| 6. EQUIPMENT | (17/ 8) |
| 7. FISCAL RECORDS AT FUND ADMINISTRATOR LEVEL | (17/ 9) |
| 8. MAIL ROOM | (17/10) |
| 9. MAINTENANCE MANAGEMENT PROCEDURES | (17/11) |
| 10. PACKING PROCEDJRES | (17/12) |
| 11. PERSONNEL | (17/13) |
| 12. POST OFFICES | (17/14) |
| 13. RECCRDS AND PROPERTY | (17/15) |
| 14. SUBORDINATE UNIT DIRECTIVES | (17/16) |

15. STORED ITEMS TO ENSURE IDENTIFICATION AND TACTICAL MARKINGS

(17/17)

37. CIRCLE THOSE GENERAL KNOWLEDGE REQUIREMENTS LISTED BELOW THAT ARE REQUIRED IN THE PERFORMANCE OF YOUR DUTIES.

1. KNOW FIRST AID PROCEDURES AND TECHNIQUES (17/18)
2. KNOW FIELD SANITATION PROCEDURES AND TECHNIQUES (17/19)
3. KNOW MEASURES AGAINST EFFECTS OF HOT/COLD WEATHER (17/20)
4. KNOW SECURITY PRECAUTIONS AND PROCEDURES (17/21)
5. KNOW SAFETY PRECAUTIONS AND PROCEDURES (17/22)
6. KNOW FIRE PREVENTION PRECAUTIONS AND PROCEDURES (17/23)
7. KNOW VEHICLE DRIVING/MAINTENANCE PROCEDURES AND TECHNIQUES (17/24)
8. KNOW CONVOY PROCEDURES AND TECHNIQUES (17/25)
9. KNOW RADIO/RADIOTELEPHONE PROCEDURES AND TECHNIQUES (17/26)
10. KNOW CAMOUFLAGE PROCEDURES AND TECHNIQUES (17/27)
11. KNOW LAND NAVIGATION PROCEDURES AND TECHNIQUES (17/28)
12. KNOW WEAPONS HANDLING AND FIRING TECHNIQUES (17/29)
13. KNOW WEAPONS CARE AND CLEANING TECHNIQUES (17/30)

38. CIRCLE THOSE SPECIAL KNOWLEDGE REQUIREMENTS LISTED BELOW THAT ARE REQUIRED IN THE PERFORMANCE OF YOUR DUTIES.

1. KNOW FUNDAMENTALS OF UNIT ADMINISTRATION PROCEDURES (17/31)
2. KNOW FUNDAMENTALS OF PERSONNEL ACCOUNTING PROCEDURES (17/32)
3. KNOW FUNDAMENTALS OF PERSONNEL ACTIONS PROCEDURES (17/33)
4. KNOW FUNDAMENTALS OF PERSONAL AFFAIRS PROCEDURES (17/34)
5. KNOW FUNDAMENTALS OF CORRESPONDENCE PROCEDURES (17/35)
6. KNOW FUNDAMENTALS OF PERSONNEL MANAGEMENT PROCEDURES (17/36)
7. KNOW FUNDAMENTALS OF PERSONNEL CLASSIFICATION PROCEDURES (17/37)
8. KNOW FUNDAMENTALS OF OFFICE MANAGEMENT PROCEDURES (17/38)
9. KNOW FUNDAMENTALS OF PREPARATION/DISTRIBUTION OF ROUTINE ORDERS (17/39)
10. KNOW FUNDAMENTALS OF PERSONNEL RECORDS MAINTENANCE PROCEDURES (17/40)
11. KNOW FUNDAMENTALS OF USAGE OF USMC REGULATIONS/MANUALS (17/41)
12. KNOW PROCEDURES FOR SAFEGUARDING CLASSIFIED INFORMATION/MATERIAL (17/42)
13. KNOW FILING PROCEDURES (17/43)
14. KNOW OPERATION OF MAIL/MESSAGE HANDLING PROCEDURES (17/44)
15. KNOW PROCEDURES FOR REQUISITIONING/STORAGE/ISSUE OF PUBLICATIONS/SUPPLIES/EQUIPMENT (17/45)
16. KNOW AUTHORIZED ABBREVIATIONS USED IN MILITARY DOCUMENTS (17/46)

| | |
|---|---------|
| 17. KNOW ORGANIZATION OF THE U. S. MARINE CORPS | (17/47) |
| 18. KNOW ORGANIZATION AND MISSION OF UNIT TO WHICH ASSIGNED | (17/48) |
| 19. KNOW ORGANIZATION AND MISSION OF SUPPORTED UNIT | (17/49) |
| 20. KNOW ORGANIZATION AND MISSION OF ATTACHED/SUPPORTING UNITS | (17/50) |
| 21. KNOW CHAIN OF COMMAND | (17/51) |
| 22. KNOW FUNCTION AND MISSION OF UNIT STAFF | (17/52) |
| 23. KNOW FUNCTION AND MISSION OF GENERAL AND SPECIAL STAFFS | (17/53) |
| 24. KNOW PRINCIPLES OF MILITARY LEADERSHIP | (17/54) |
| 25. KNOW MILITARY JUSTICE METHODS AND PROCEDURES | (17/55) |
| 26. KNOW HOW TO READ AND INTERPRET LEAVE AND EARNING STATEMENTS | (17/56) |
| 27. KNOW WORK SIMPLIFICATION TECHNIQUES | (17/57) |
| 28. KNOW COMMAND POST OPERATIONS | (17/58) |
| 29. KNOW ORGANIZATIONAL STRUCTURE | (17/59) |
| 30. KNOW PERSONAL FINANCIAL RECORDS MAINTENANCE | (17/60) |
| 31. KNOW PROCESSING OF ALL FINANCIAL TRANSACTIONS | (17/61) |
| 32. KNOW PAY/ALLOWANCE AND COMMERCIAL FUNDS DISBURSEMENT | (17/62) |
| 33. KNOW CONTENT/ARRANGEMENT OF PERSONAL FINANCIAL RECORD | (17/63) |
| 34. KNOW MANUAL, MECHANIZED, AND JUMPS PAY SYSTEMS | (17/64) |
| 35. KNOW HOW TO MAINTAIN LEAVE RECORDS | (17/65) |
| 36. KNOW REQUIRED DOCUMENTS TO SUPPORT PAY ENTITLEMENTS | (17/66) |
| 37. KNOW REQUIRED DOCUMENTS TO SUPPORT PAY COLLECTIONS | (17/67) |
| 38. KNOW HOW TO PREPARE/COMPUTE ALL TYPES OF TRAVEL VOUCHERS | (17/68) |
| 39. KNOW HOW TO AUDIT CIVILIAN/MILITARY PAY | (17/69) |
| 40. KNOW HOW TO AUDIT COMMERCIAL ACCTS AND TRAVEL RECORDS | (17/70) |
| 41. KNOW MISSION/OPERATIONS OF FINANCE OFFICE | (17/71) |
| 42. KNOW ALL PROCEDURES OF CLASS B AGENT FINANCE OFFICE | (17/72) |
| 43. KNOW ALL PROCEDURES OF CUSTOMER SERVICE TEAMS | (17/73) |
| 44. KNOW INTERRELATIONSHIP OF VARIOUS ACCOUNTING ACTIVITIES | (17/74) |
| 45. KNOW APPROPRIATION ACCOUNTING SYSTEM/CODES/DIRECTIVES | (17/75) |
| 46. KNOW BUDGET ACCOUNTING SYSTEMS/CODES/DIRECTIVES | (17/76) |
| 47. KNOW EXPENSE ACCOUNTING SYSTEMS/CODES/DIRECTIVES | (17/77) |
| 48. KNOW COST ACCOUNTING SYSTEMS/CODES/DIRECTIVES | (17/78) |
| 49. KNOW HOW TO ANALYZE ACCOUNTING TRANSACTIONS | (17/79) |
| 50. KNOW HOW TO RECONCILE ACCOUNTING TRANSACTIONS | (18/ 1) |
| 51. KNOW BASIC AUDIT TECHNIQUES | (18/ 2) |
| 52. KNOW PRINCIPLES OF AUTOMATED DATA PROCESSING SYSTEMS | (18/ 3) |
| 53. KNOW PROCEDURES/TECHNIQUES OF INTERNAL REVIEW | (18/ 4) |
| 54. KNOW CLERICAL PROCEDURES/REGULATIONS | (18/ 5) |

- 55. KNOW PERSONNEL PROCEDURES/REGULATIONS (18/ 6)
- 56. KNOW ADMINISTRATIVE PROCEDURES/REGULATIONS (18/ 7)
- 57. KNOW FINANCE/ADMINISTRATIVE PUBLICATIONS/DIRECTIVES (18/ 8)
- 58. KNOW FINANCE/COMPTROLLER ADMINISTRATIVE PROCEDURES (18/ 9)
- 59. KNOW COURT-MARTIAL PROCEDURES AND DIRECTIVES (18/10)
- 60. KNOW PROVISIONS OF MCM AND UCMJ (18/11)
- 61. KNOW PROCEDURES FOR OPERATIONS MAINTENANCE OF STENOMASK (18/12)
- 62. KNOW PROCEDURES FOR OPERATION/MAINT OF RECORDER-REPRODUCER (18/13)
- 63. KNOW PREPARATION/COMPLETION OF COURT-MARTIAL RECORDS (18/14)
- 64. KNOW MISSION/FUNCTION OF HIGHER UNIT SJA SECTION (18/15)
- 65. KNOW CHAIN OF COMMAND FOR REVIEW OF COURT-MARTIALS (18/16)
- 66. KNOW FUNDAMENTALS OF BOARD PROCEEDINGS (18/17)
- 67. KNOW USE OF CORPUS JURIS SECUNDUM (18/18)
- 68. KNOW USE OF AMERICAN LAW REVIEW (18/19)
- 69. KNOW USE OF AMERICAN DIGEST SYSTEM (18/20)
- 70. KNOW USE OF GENERAL DIGEST (18/21)
- 71. KNOW USE OF SHEPARD'S CITATIONS (18/22)
- 72. KNOW HOW TO USE INDEX TO LEGAL PERIODICALS (18/23)

39. CIRCLE THOSE SPECIAL SKILL REQUIREMENTS LISTED BELOW THAT ARE REQUIRED IN THE PERFORMANCE OF YOUR DUTIES.

- 1. ABILITY TO PERFORM SIMPLE ARITHMETIC OPERATIONS (18/24)
- 2. ABILITY TO RECEIVE/MAKE TELEPHONE CALLS (18/25)
- 3. ABILITY TO OPERATE EQUIPMENT ASSOCIATED WITH DUTIES ASSIGNED (18/26)
- 4. ABILITY TO SIT FOR PROLONGED PERIODS (18/27)
- 5. ABILITY TO STAND FOR PROLONGED PERIODS (18/28)
- 6. ABILITY TO WRITE CLEARLY/EFFECTIVELY (18/29)
- 7. ABILITY TO READ/UNDERSTAND/INTERPRET PUBLICATIONS/FORMS (18/30)
- 8. ABILITY TO READ/UNDERSTAND/INTERPRET CORRESPONDENCE (18/31)
- 9. ABILITY TO ADJUST TO CHANGE IN DUTIES OR SITUATION (18/32)
- 10. ABILITY TO MAINTAIN CLOSE ATTENTION TO DETAILS (18/33)
- 11. ABILITY TO MAKE ON-THE-SPOT DECISIONS (18/34)
- 12. ABILITY TO BE DEPENDENT UPON BY OTHERS (18/35)
- 13. ABILITY TO MAINTAIN GOOD RELATIONS WITH OTHERS (18/36)
- 14. ABILITY TO REMAIN CALM IN UNEXPECTED SITUATIONS (18/37)
- 15. ABILITY TO ACT WITHOUT DETAILED INSTRUCTIONS (18/38)
- 16. ABILITY TO DIRECT/CONTROL AND PLAN ACTIVITIES (18/39)

| | | |
|-----|--|---------|
| 17. | ABILITY TO RECALL DETAILED ORDERS OR INSTRUCTIONS | (18/40) |
| 18. | ABILITY TO REVIEW DATA AND SELECT ESSENTIAL INFORMATION | (18/41) |
| 19. | ABILITY TO GROUP RELATED FACTS INTO LOGICAL ORDER | (18/42) |
| 20. | ABILITY TO VISUALIZE SIZE AND SHAPE OF OBJECTS | (18/43) |
| 21. | ABILITY TO WORK EFFECTIVELY WITH A GROUP | (18/44) |
| 22. | ABILITY TO USE STANDING OPERATING PROCEDURES (SOP'S) | (18/45) |
| 23. | ABILITY TO USE T/O, T/E, AND T/A | (18/46) |
| 24. | ABILITY TO USE SUPPLY MANUALS | (18/47) |
| 25. | ABILITY TO USE FMFM'S/FM'S/TM'S | (18/48) |
| 26. | ABILITY TO SUPERVISE PERSONNEL | (18/49) |
| 27. | ABILITY TO INSTRUCT PERSONNEL | (18/50) |
| 28. | ABILITY TO USE UNIT WEAPONS | (18/51) |
| 29. | ABILITY TO INTERVIEW PERSONNEL | (18/52) |
| 30. | ABILITY TO IN/OUT PROCESS PERSONAL FINANCIAL RECORDS | (18/53) |
| 31. | ABILITY TO REVIEW OPERATING PROCEDURES | (18/54) |
| 32. | ABILITY TO DETERMINE NEED FOR CHANGE IN OFFICE SOP | (18/55) |
| 33. | ABILITY TO DETERMINE COMPLIANCE WITH POLICIES/REGS | (18/56) |
| 34. | ABILITY TO INTERPRET MODE OF TRAVEL AUTHORIZED IN ORDERS | (18/57) |
| 35. | ABILITY TO INTERPRET AND APPLY JOINT TRAVEL REGS | (18/58) |
| 36. | ABILITY TO INTERPRET/APPLY COMPTROLLER GEN DECISIONS | (18/59) |
| 37. | ABILITY TO COMPUTE ALL TYPES OF TRAVEL VOUCHERS | (18/60) |
| 38. | ABILITY TO COMPUTE ALL TYPES OF TRAVEL ALLOWANCES | (18/61) |
| 39. | ABILITY TO COMPUTE ALL TYPES OF DISLOCATION ALLOWANCES | (18/62) |
| 40. | ABILITY TO COMPUTE ALL TYPES OF TRAVEL ADVANCES | (18/63) |
| 41. | ABILITY TO REVIEW REPORTS OF SURVEY | (18/64) |
| 42. | ABILITY TO PROPERLY DETERMINE ALL TYPES CLAIMS/ACTIONS | (18/65) |
| 43. | ABILITY TO DIRECT ON-JOB-TRAINING (OJT) | (18/66) |
| 44. | ABILITY TO EVALUATE SUBORDINATES | (18/67) |
| 45. | MUST BE QUALIFIED AS ACCOUNTING SPECIALIST | (18/68) |
| 46. | ABILITY TO MAINTAIN ACCOUNTING RECORDS | (18/69) |
| 47. | ABILITY TO MAINTAIN APPROPRIATED FUND CONTROL RECORDS | (18/70) |
| 48. | ABILITY TO PREPARE AND RECONCILE REPORTS | (18/71) |
| 49. | ABILITY TO COORDINATE MECHANIZED DATA CHANGES | (18/72) |
| 50. | ABILITY TO ASSIST IN BUDGET PREPARATION | (18/73) |
| 51. | ABILITY TO ADVISE ON INTERNAL REVIEW PROCEDURES | (18/74) |
| 52. | ABILITY TO MAINTAIN LIAISON WITH HIGHER/LOWER COMMANDS | (18/75) |
| 53. | ABILITY TO PLAN/COORDINATE ALL PHASES OF ACCOUNTING OPERATIONS | (18/76) |
| 54. | MUST BE QUALIFIED AS CLERK TYPIST | (18/77) |

JOB EVALUATION

4. What changes would you suggest to improve this questionnaire?

TASKS THAT I PERFORM THAT WERE NOT LISTED IN THIS QUESTIONNAIRE

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

BOOK NUMBER _____

REMARKS PAGE

This page is provided so that you may make any additional remarks concerning your Occupational Field or billet which you feel should be addressed and/or considered in this study. Remember that your remarks will be held in strict confidence.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Book Number _____

INFORMATION PAGE FOR QUESTIONS ANSWERED "OTHER"

9.

10.

11.

12.

13.

14.

15.

16.

17.